ST PATRICK’S PRIMARY SCHOOL

PARENT HANDBOOK

2013

School Motto  Let Your Light Shine
Address  18 – 26 Church Street
           GYMPIE QLD  4570
Phone  07 5482 3293
Fax  07 5482 6601
Email  pgympie@bne.catholic.edu.au
Website  www.stpatrickspsgympie.qld.edu.au
# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM THE PRINCIPAL</td>
<td>5</td>
</tr>
<tr>
<td>VISION STATEMENT</td>
<td>6</td>
</tr>
<tr>
<td>SCHOOL PRAYER</td>
<td>6</td>
</tr>
<tr>
<td>CATHOLIC EDUCATION</td>
<td>7</td>
</tr>
<tr>
<td>HISTORICAL BACKGROUND</td>
<td>8</td>
</tr>
<tr>
<td>ROLE OF PARENTS</td>
<td>9</td>
</tr>
<tr>
<td>ENROLMENT</td>
<td>10</td>
</tr>
<tr>
<td>1. Conditions of Enrolment</td>
<td>10</td>
</tr>
<tr>
<td>2. School Age Entry</td>
<td>10</td>
</tr>
<tr>
<td>CURRICULUM</td>
<td>11</td>
</tr>
<tr>
<td>RELIGIOUS ATMOSPHERE</td>
<td>11</td>
</tr>
<tr>
<td>MISSION ACTIVITIES - Reaching out to others</td>
<td>12</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION AND SPORT</td>
<td>12</td>
</tr>
<tr>
<td>STUDENT SUPPORT</td>
<td>13</td>
</tr>
<tr>
<td>CHILDREN WITH DISABILITIES / HIGH SUPPORT NEEDS</td>
<td>14</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td>15</td>
</tr>
<tr>
<td>REPORTING &amp; ASSESSMENT</td>
<td>15</td>
</tr>
<tr>
<td>CAMPS &amp; EXCURSIONS</td>
<td>16</td>
</tr>
<tr>
<td>SPECIALIST LESSONS</td>
<td>16</td>
</tr>
<tr>
<td>ADMINISTRATION MATTERS</td>
<td>17</td>
</tr>
<tr>
<td>1. School Hours</td>
<td>17</td>
</tr>
<tr>
<td>2. Office Hours</td>
<td>17</td>
</tr>
<tr>
<td>3. Attendance</td>
<td>17</td>
</tr>
<tr>
<td>4. Tuckshop</td>
<td>17</td>
</tr>
</tbody>
</table>
5. Resource Centre
6. Behaviour Management
7. Bullying
8. Book Lists
9. School Uniforms
10. Jewellery
11. Hair Cuts
12. Lost Property
13. School Fees
14. Leadership Team
15. Medications
16. Parent Community Group

SCHOOL BOARD
SCHOOL WEBSITE
ST PATRICK’S PARENTS & FRIENDS ASSOCIATION
BUS TRAVEL
HOMEWORK GUIDELINES
STAFF LIST
SCHOOL FEE SCHEDULE
TUCKSHOP PRICE LIST
UNIFORM PRICE LIST
February 2013

FROM THE PRINCIPAL

Dear Parents

May I personally welcome you and your family to the St Patrick’s Primary School Community. St Patrick’s Primary School exists to assist you as parents in the important task of educating your children. The school is privileged to be part of the partnership that will contribute to your child’s total development. We hope that your time spent at St Patrick’s assists in the development of your child’s:

- Self Worth
- Social Skills
- Sporting Skills
- Academic Skills
- Behavioural Choices
- Moral Awareness and
- Religious Formation

Our Parent Handbook has been designed to inform you of the policies, practices and procedures associated with St Patrick’s Primary School. It is not a document that will answer all of your questions but it will provide you with the basics. All of our staff will always be willing to discuss any questions or concerns you may have as they arise and provide you with more detailed information if you wish.

An essential element in our role of educating the students in our care is to work in partnership with parents. Your children will only receive the best possible schooling when home and school work together out of common goals and principles. I encourage you to be involved in your child’s education as much as you can and I welcome your involvement in the school.

I trust that your time with St Patrick’s Primary School is fruitful and rewarding. I am sure that you will enjoy being part of our school community. I look forward to working with you in the education of your child and in assisting the students in our care to “let their light shine”.

Life’s blessings to you and your family

Kathy Fuller
Principal
St Patrick’s Primary School

VISION STATEMENT

St Patrick’s Primary School partners with parents and the community to develop Christian character and individual excellence.

Dear Jesus
Please bless our school and all who are part of it. Guide us this day in our work, prayer and play, and help us to make our school a happy and safe place.
May we treat others with love and respect.
Show us how to live the way you call us to live, to do our best and to let our light shine.

Amen
CATHOLIC EDUCATION

St Patrick's Primary School is proudly a Catholic School. This means that our school supports the teachings and ethos of the Catholic Church and is based on the values of the Catholic Faith. Our school has a rich heritage and is built on the strong faith foundations passed on through the Sisters of St Joseph, the Sisters of Mercy and the Christian Brothers. Building on this heritage, we aim to prepare the students in our care for their future by assisting them to know God and to nurture their relationship with God.

The support of parents is essential in this task. By choosing to educate your child in a Catholic School, you are choosing to accept the values, morals and teachings upon which our school is based. In our school, opportunities are provided for children to develop their faith through Religion lessons, celebrations, prayer and liturgies. Students are also given the opportunity to celebrate their faith as part of the St Patrick's Parish Community.

The greatest support of Catholic Education comes from within the family itself. Children will grow up with the morals, respect and practices regularly modeled to them within the family. Prayer and Mass attendance play an important role in developing healthy faith practices.
HISTORICAL BACKGROUND

From what can be gleaned from hazy records, we believe that the first Catholic school was established in Gympie in 1872. In 1875, the Josephite Sisters opened a school at Monkland. This only operated for a few years and was accidentally burnt down. A Lay school then operated for a few years under the direction of Mr Johnny Bohan.

The first group of Sisters of Mercy arrived in Gympie by coach from Maryborough on 29th March 1879. They had travelled from Brisbane to Maryborough by boat. The presence of the Sisters of Mercy was due to some personal requests by the Parish Priest, Father Matthew Horan. Fr. Horan expressed his desire to develop a good Catholic school for his people. He even made a trip to Europe and Ireland to encourage some nuns to join his Gympie mission.

On arrival in Gympie, the Sisters of Mercy conducted school in the home of Pat Lillis and they later opened a one-storey wooden school with an attendance of 173 girls and 101 boys on the site of the present Primary School Administration building. Monkland had a population of 10000 at the time and in 1897 the Gympie population grew to 30000 with the interest in gold mining.

Numbers soared to 600 in 1897 and this created the need for a new school. This was completed in 1899 when the present two-storey building was built for approximately 2000 Pounds ($4000).

The Christian Brothers arrived in 1904 and both orders operated separate schools from Grade 5 onwards. Students in Years 1 – 4 were educated at the current Primary School site, in the current Administration building. After Year 4, boys attended school run by the Christian Brothers in the current College buildings and girls attended school run by the Sisters of Mercy in the current Primary Hall building.

In 1982 both boys and girls schools amalgamated with the formation of St Patrick’s College, Years 8-12 and St Patrick’s Primary, Years 1-7.

Our school history is richly blessed by the dedication and hard work of the Sisters of St Joseph, the Sisters of Mercy and the Christian Brothers.
ROLE OF PARENTS

We recognize Parents as the first educators of their children and strive to work with parents in partnership to provide quality Catholic education for the students in our care.

At St Patrick’s Primary, parental involvement is strongly encouraged. Opportunities for you to be involved in your child’s education exist in a variety of forms. These include:

- Assistance in classrooms
- Offering Art and Craft expertise
- Coaching Sport
- Travel assistance to sport venues
- Helping in the Library
- Taking Library Books home to cover
- Attending P&F monthly meetings
- Membership of the school board
- Giving a helping hand at working bees
- Offering your talents and time
- Being involved in our swimming program
- Being involved in our Parent Community Group
- Attending school camps as an assistant.
ENROLMENT

Whilst the school exists for the education of Catholic school age children, enrolment at the school is not restricted to Catholic families only. There exists an enrolment policy within the school which basically states that all practicing Catholic families wanting a Catholic education will be accepted at the school, provided there are vacancies in the appropriate classes. If numbers are excessive, preference is given to worshipping members of the St Patrick’s Parish Community. Non-Catholic families are accepted into the school if they wish to have a Catholic education and are accepting and supportive of the ethos of the school and are willing to join in the activities that we engage in as members of the Catholic Community. On enrolment, all families are asked to give a commitment to the following conditions:

1. Conditions of Enrolment
   - Acceptance of the teachings of the Catholic faith.
   - Support of the programs and activities organised within the school.
   - Understand that the school is dependent on the payment of school fees in order to operate adequately. (Inability to meet this commitment requires a prior arrangement with the Principal for a Fees Concession).
   - To be available for an interview with the Principal or delegate staff member to discuss enrolment application.
   - To have children of eligible school age. (Copies of birth certificates are necessary for children enrolling each year).
   - Will provide transfer notices for children enrolling in Years Two to Seven with a copy of a current class report, any guidance reports or other relevant information.
   - To have completed an Application for Enrolment Form, including a $10 enrolment fee

2. School Age Entry

Children will need to be 5 by 30th June in the year they enrol in Prep and therefore they need to be 6 by the 30th June in Year 1.
**CURRICULUM**

From 2011 the process of the implementation of **Phase One** of the **Australian Curriculum** begins across Australia. This marks a significant milestone in Australian Education as it is the first time in Australian history that there will be a common Curriculum being implemented across all Australian States and Territories. Phase One of the Australian Curriculum involves planning for the implementation of the first four Key Learning Areas: **English; Science; Maths & History** from 2011 with substantial implementation by the end of 2013.

The creation of the Australian Curriculum is informed by the **Melbourne Declaration on Educational Goals for Young Australians:**

- **Goal 1:** For Australian schooling to promote equity and excellence.
- **Goal 2:** For all young Australians to become successful learners, confident and creative individuals, active and informed citizens.

Within Brisbane Catholic Education Schools, the achievement of these goals will be guided by the Learning Framework for Catholic Education in the Archdiocese of Brisbane and the Overarching Goal for Learning:

> “Empowering learners of all ages to shape and enrich our changing world, by living the Gospel of Jesus Christ”.

The Beliefs, Values and Roles for Lifelong Learning identified in the Learning Framework will also guide our implementation of the Australian Curriculum. The Learning Framework is displayed in the School Office.

**What are the elements of the Australian Curriculum?**

The overall structure of the curriculum is consistent across learning areas and includes the following elements:

- **A rationale** that explains the place and purpose of the learning area in the school curriculum
- **Aims** that identify the major learning that students will be able to demonstrate as a result of learning from the curriculum
- **An organisation** overview that provides an overview of how the curriculum in the learning area will be organised Prep to Year 12
- **Content descriptions** that specify what teachers are expected to teach. These are accompanied by **elaborations** that illustrate the content descriptions
- **Achievement standards** that describe the quality of learning typically expected of students, and which are accompanied by **work samples** that illustrate the achievement standards through annotated student work
- **General capabilities** that describe a set of skills, behaviours and dispositions that apply across subject-based content. Throughout their schooling students develop and use these capabilities in their learning across the curriculum, in co-curricular programs and in their lives outside school. The Australian Curriculum includes seven general capabilities:
  - Literacy
  - Numeracy
  - Competence in ICT
  - Ethical Behaviour
  - Critical and Creative Thinking
  - Personal and Social Competence
  - Intercultural Understanding.
General capabilities are represented within and across learning areas to different degrees and learning areas provide opportunities for students to develop and use capabilities. The students develop these capabilities in learning and living with increasing sophistication across P to 12.

- **Cross-curriculum priorities**: The Australian Curriculum must be both relevant to the lives of students and address the contemporary issues they face. With these considerations and the *Melbourne Declaration on Educational Goals for Young Australians* in mind, the curriculum gives special attention to these three priorities:

  - Aboriginal and Torres Strait Islander Histories and Cultures
  - Sustainability
  - Asia and Australia’s Engagement with Asia.

Cross-curriculum priorities are embedded in all learning areas. They will have a strong but varying presence depending on their relevance to the learning areas. Teachers will identify and address the need to address the cross curricular priorities across all curriculum areas.

**Implementation**
The timeline for implementation of the Australian Curriculum will vary from state to state and within states from one education system to the other. St Patrick’s Primary School, as a systemic school within Brisbane Catholic Education, will follow a timeline for the implementation of the Australian Curriculum planned in partnership with Curriculum Consultants from Brisbane Catholic Education. The timeline developed for the implementation of the Curriculum seeks to maximize the benefits for staff and students alike; ensuring thorough preparation and familiarity with each area of the new curriculum before being implemented in the classroom.

The timeline for implementation for the first four Learning Areas of the Australian Curriculum at St Patrick’s is:

<table>
<thead>
<tr>
<th>Year</th>
<th>Term 1 &amp; 2</th>
<th>Term 3 &amp; 4</th>
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<tbody>
<tr>
<td>2011</td>
<td>Staff Professional Development and Pedagogical Renewal in <strong>English</strong></td>
<td>Planning, Teaching, Assessing and Reporting in <strong>English</strong> Australian Curriculum</td>
</tr>
<tr>
<td>2012</td>
<td>Staff Professional Development and Pedagogical Renewal in <strong>Science</strong></td>
<td>Planning, Teaching, Assessing and Reporting in <strong>Science</strong> Australian Curriculum Staff Professional Development and Pedagogical Renewal in <strong>Maths</strong></td>
</tr>
<tr>
<td>2013</td>
<td>Staff Professional Development and Pedagogical Renewal in <strong>History</strong></td>
<td>Planning, Teaching, Assessing and Reporting in <strong>History</strong> Australian Curriculum</td>
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</table>

Maths

By the start of Term 3 2013 St Patrick’s Primary School will be Planning, Teaching, Assessing and Reporting in all of the first four Learning Areas of the Australian Curriculum.
Expectations for the scope and timing of implementation of Learning Areas in Phase 2 & 3 will be announced by ACARA (Australian Curriculum, Assessment and Reporting Authority) during 2011. Phase 2 Learning Areas are **Geography, The Arts and Languages**; and Phase 3 Learning Areas are **Health & Physical Education; Information and communication technology**. Brisbane Catholic Education is also in the process of developing a new Religious Education Curriculum.

Currently the key learning areas (KLA’s) are:

- Religious education
- English
- Mathematics
- Studies of Society and Environment
- Science
- Health and Physical Education
- The Arts
- Technology
- Cultural Literacy and Languages.

The Queensland Syllabus Documents and Planning Tools as prescribed by the Queensland Studies Authority and Brisbane Catholic Education prior to the implementation of the Australian Curriculum will continue to guide and inform our Planning, Teaching, Assessing and Reporting in all Curriculum areas until the new curriculum is phased in over the timeline outlined above.

In planning to cater for the needs of all students, class teachers plan for and implement the curriculum across all Learning Areas with the support of our Teacher Librarian, Physical Education Teacher, Music Teacher and Indonesian / Cultural Literacy teacher, our Learning Support Team and other Support Staff.

Over the course of 2011 we will aim to provide regular updates to parents in the school newsletter and with parent information sessions about the implementation of the Australian Curriculum at St Patrick’s.

**RELIGIOUS ATMOSPHERE**

St Patrick’s Primary School is proudly a Catholic school and, as such, participation in all aspects of our religion is a crucial part of school life. Students will be given the opportunity to celebrate and learn about their faith through class Religion lessons, prayer each day, special liturgies and Mass. Parents are always most welcome to join us for these special celebrations. Our school is also supportive of the Parish Sacramental Program. This program follows the guidelines set down by the Archdiocese and is basically a family-based program, run through the parish. Children are able to receive the sacraments of Reconciliation, Eucharist and Confirmation through this program.
ST PAT’S MISSION ACTIVITIES - REACHING OUT TO OTHERS

The support of various Church mission activities is a very important part of living our faith here at St Patrick’s. Through an equal emphasis on prayer, reflecting on the effect of our words and actions on others and on giving to others, we are able to make a big difference in the lives of others.

Examples of St Patrick’s Mission Activities are our support of

- Project Compassion (Caritas Australia) and Catholic Mission, to support their ministry to the most impoverished and disadvantaged people in our world. As well we support
- St Vincent de Paul Society in reaching out to the needy within our local Cooloola community. All classes are also encouraged to commit to a
- Community Service activity where they organize activities designed to support volunteer community organizations.

We believe these activities are an essential part of our life here at St Patrick’s, in helping us respond to the challenge of the Resurrection of Jesus to, “See the Face of Christ revealed in every person standing by our side and to be the voice and eyes of Jesus in the world.”

PHYSICAL EDUCATION AND SPORT

All children are expected to participate in all aspects of the P.E. Program to aid in the total development of each individual child.

The aim of our Physical Education Program is to promote participation, enjoyment and skills development.

The school allows opportunities for children to participate in the following sporting activities:-

- Inter-house Athletics Carnival
- Gympie District Athletics
- Inter-house Swimming Carnival
- Catholic Schools Athletics Carnival
- Wide Bay Representative Sport
- Interschool sports for years 5-7
- Lessons conducted by visiting sports specialists e.g Tennis, AFL, Hockey and Rugby League
- Physical Education lessons
- Swimming Program for years 1 – 7.
- Active After School Communities
- After school competitions such as AFL and Hockey

If children cannot participate because of medical reasons this needs to be stated on the enrolment form or a note sent to the class teacher on specific occasions.
STUDENT SUPPORT

Research suggests that it is vital that schools and families develop a team approach if they are to provide the optimum learning environment for children to reach their potential during their primary school years. Sometimes children experience difficulties (with school work, friendship groups, self confidence etc). Sometimes children need greater challenges or a higher degree of monitoring by school staff for a period of time. These issues might be noticed at home or at school, or even in their friendship groups.

If you have any concerns about your child, or if you would like to inform us of any needs or requirements your child has, the first thing to do is to communicate with your child’s class teacher. They spend a great deal of time with your child during the day. By sharing your concerns, knowledge or questions with the teacher you can provide valuable information about your child’s needs. Just by discussing strategies and being consistent between home and school you may be able to address these concerns to the benefit of your child. This can often be enough to improve the situation.

It is extremely important that we communicate with each other about any issues or questions we have about the children in our care. So don’t be alarmed if a teacher or other staff member requests a meeting to discuss your child progress or well being. It is our way of keeping communication open and ensuring we are working with you to support and extend your child to the best of our ability. It is through the process of communication that we can develop a team approach to resolving issues, providing support, monitoring or challenging your children (and our students) to be the best they can be.

At St Pat’s we also have a team of people who work beyond the classroom to provide support and investigate questions that parents or teachers may have about a child.

Introducing the Student Support Administration Team:
This Team consists of:
• Mrs. Kathy Fuller (School Principal),
• Mr. Peter Campbell (Assistant to the Principal: Admin),
• Mr. Eric Ellems (Assistant to the Principal: RE)
• Mrs. Karen Holmes (Guidance Counsellor)
• Mrs. Chrissi O’Connell (Support Teacher – Inclusive Education)

What is the purpose of the Student Support Administration team?
• To support class teachers and parents in educating and providing care to their students / children.
• To gather current information and develop a plan of action to begin to answer questions or address concerns.
• To share information and ensure a team approach when supporting students.
• To investigate issues and provide feedback to parents and teachers regarding students’ development, well-being and educational program.
• To ensure accountability and monitoring in the support provided for students as they progress through school.

How do I access this team of people in the school?
This team meets weekly. Class teachers may put in a referral regarding a student in their class. Or a parent may call one of the team to discuss their child. Then that team member brings the issue to the group for discussion and possible action, if necessary. The issues that are discussed can be varied and many, including behaviour difficulties, learning issues, emotional concerns, social skills, extending and encouraging student achievement, looking into funding possibilities to support student success. Etc.
What could some of the outcomes of this process be?
The outcomes of assistance from the Student Support Admin Team can be varied. It is a way of finding support and solutions within our own school community, as well as involving other support personnel as necessary. At the end of these meetings an action plan is usually put in place that is then reviewed over time. These actions may include but not limited to professional advice for a teacher, emotional and professional support for parents, program intervention by our Classroom Support Team or Guidance Counsellor, further testing and data gathering, referral on to outside support agencies.

Our Classroom Support Team
Our Classroom Support Team are the ground-force team that assist the Teaching Staff and the Student Support Admin Team in delivering many of the intervention programs that are designed to assist the needs of the learners in our school.

Brenda Carige and Helen Ellems, our School’s Enhancement Teachers assists with delivering these programs in classrooms as well as coordinating some of the work of the Integration Teacher-Aides with the Student Support Team and Classroom Teaching Staff.

Our Classroom Teacher-Aides play an important role in the day to day practical delivering of programs with the assistance and direction of Teachers.

CHILDREN WITH DISABILITIES / HIGH SUPPORT NEEDS
When an application for enrolment of a student with a disability or high support needs occurs, an Enrolment Support Process is used. This process is devised by Brisbane Catholic Education and through it, parents, Principal and support personnel, explore the child’s needs and the school’s capacity to provide a suitable learning environment for that child. An early approach to the school is appreciated if enrolment of a student with high support needs is desired as this allows time to research all of the data needed to assist in the decision-making process.
HOMEWORK

A policy exists within the school regarding homework. It is our belief that homework is a useful tool in developing good personal and educational habits in our students. Homework is given for the following reasons:

- Homework is an important discipline activity which enables students to develop study routines. In other words, every afternoon/evening, students know that they must devote some time to homework tasks.
- Homework is a good way for parents to keep abreast of what students are doing at school.
- Homework will always contain some reading. The ability to read fluently and comprehend what is read is vital and as such, students should be reading every night.

See Appendix with homework guidelines (page 27)

REPORTING & ASSESSMENT

Parents are always welcome to inquire about a child’s individual progress by making an appointment with the class teacher. It is also expected of all staff that if difficulties arise in a child’s education or behaviour, parents are notified as soon as possible so that solutions to these difficulties may be found. Assessment is an ongoing process and is used to inform decisions teachers make regarding student progress.

Reporting to parents occurs on a formal basis twice a year. Sometime in the second term, teachers will invite all parents to come to school for an interview regarding their child’s progress. Some teachers may do this early in the term while others may choose to wait until the end of term. Parents are also offered the opportunity to make appointments for interviews in Term 1 and in Term 4. A Parent Information Night is held in Term 1.

At the end of term two (the end of the first semester), parents of students in Years 2 to 7 will receive a written Report Card which outlines student progress for the first semester. Parents of students in Prep and Year 1 will receive a Student Progress Report at the end of Term 1.

At the end of term four (the end of the second semester), parents will again receive a written Report Card outlining student progress for the second semester of the year.

The school will also participate in 2013 in the national literacy and numeracy testing. This provides parents and the school with detailed comparative information on children’s performance from Years 3, 5 and 7 in both Literacy and Numeracy. Parents will receive a report outlining how their child performed compared to other Australian students at the end of the year.

Finally, the school publishes a School Report and a Goals statement each year. These contain important information about how the students and school have gone over the year. Parents may view these documents on our website at www.stpatrickpsgympie.qld.edu.au
CAMPS & EXCURSIONS

The School has a “School Camp Policy” which is under constant revision and change. Things such as the availability and cost of venues influence decisions made about camps. Year 4 students currently visit Brisbane for an experience of city life, Year 5 have an outdoor education camp at Mapleton, Year 6 have a beach camp at Currimundi and Year 7 students have a week-long camp in Canberra. Camps are a valuable learning tool and are usually the culmination of much preparatory work in class. Information about camps is discussed at the Parent Information Evening at the start of each year.

In many year levels, children are also taken on excursions to places of educational value in the local area. All of these excursions are excellent opportunities for students to experience first-hand, the concepts they have been learning about in class. For both camps and excursions, some extra cost is involved. Parents will be notified early about such events and their costs.

PRIVATE SPECIALIST LESSONS

St Patrick’s Primary will offer an extensive selection of extra-curricular music activities.

These activities will take place outside “uninterrupted teaching and learning time (8:45-10:30)” and will be conducted by suitably experienced or qualified teachers. Lesson times are negotiated with students, parents and class teachers. Extra-curricular activities will include:

- Guitar lessons
- Bass lessons
- Piano Lessons
- String lessons
- Drum lessons (off campus)
- Flute lessons
- String Ensemble
- Harmony choral group
- Rhythm and Groove Program
- School Band

Specialist Teacher Contacts:-

Guitar Lessons
Jason Bray Mobile 0439 843 539 or email jasguitar@tpg.com.au

Piano Lessons
Frances Andersen 5482 9910 or email frances.r.andersen@gmail.com

Violin Lessons
Candice Patrick Mobile 0423 759 623 or email candiceviolin@tpg.com.au

Flute lessons
Kait Searles Kait can be contacted from Tuesday through to Thursday (5482 3293) or email ksearles@bne.catholic.edu.au

Drum Lessons- (Off Campus)
Jason Bray 0439 843 539 or jasdrums@yahoo.com.au
ADMINISTRATION MATTERS

1. School Hours

School times are as follows:

- 8:45 am       School begins
- 10:50am - 11:15am   Lunch   Years Prep Yr 1 6 & 7
- 11:15am - 11:30am  Eating Time all classes
- 11:30am - 11:55am  Playtime  Prep, Years 2 3 4 & 5
- 1:00pm - 1:30pm   Afternoon Tea  Years Prep Yr 1 6 & 7
- 1:30pm - 2:00pm   Afternoon Tea  Prep, Years 2 3 4 & 5
- 3:00 pm       Home Time

Playground supervision begins at 8:25 am. Parents who deliver children prior to this time do so at their own risk. Each morning children are to go to their classroom to unpack, if it is open and then move to either the area in front of the hall building or the area behind the Administration building.

2. Office Hours

Office Hours are from 8:00am to 4:00pm on Mondays to Fridays. Appointment times may be made by phoning the school on (07) 5482 3293. It is preferred that appointments be made if you wish to speak with the Principal or other members of staff.

3. Attendance

Regular attendance at school is necessary for a child to be fully able to participate in the learning programs offered at St Patrick’s. It is also a legal requirement. If a child is absent from school, it is a requirement that a parent or guardian contacts the school via the absentee email address (stpatsabsentees@bne.catholic.edu.au) or phones the school office (5482 3293) by 9am on the day of the child’s absence. A clearly signed and dated note written by a parent or guardian may be handed to the teacher, prior to or after the day(s) of absence, explaining the reason for absence.

Parents who call during the day to take their children out of school should inform the Classroom Teacher (preferably in writing beforehand) and sign the Sign In / Out Book at the School Office.

4. Tuckshop

Our Tuckshop operates on Monday, Wednesday and Friday to:

(a) Provide an enjoyable and nutritious menu
(b) Assist in developing positive eating habits

It is necessary for orders to be written on a brown paper bag/envelope, with the child’s name and class. e.g. Name: Charlie Brown

<table>
<thead>
<tr>
<th>Class: 3R</th>
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<tbody>
<tr>
<td>Order: 1 Ham &amp; Salad Sandwich $3-60</td>
</tr>
<tr>
<td>1 Flavoured Milk $2-00</td>
</tr>
<tr>
<td>$5-60</td>
</tr>
</tbody>
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These are placed in the class tuckshop box on arrival at school.

Parents are reminded of the impact food has on children’s behaviour. The provision of foods that are nutritious and natural will be more beneficial to their development than foods containing salts, sugars and artificial colourings.
5. **Library**

The Library is an important learning centre within the school. Fiction and Information Books are readily available to students for research and reading as are videos, DVD’s, games, puzzles, magazines and current local newspapers. All resources may be borrowed at allotted class times as well as before school and at lunchtime. Books are borrowed for a maximum of two weeks and we encourage the use and return of our resources by the due date. Children are allowed to borrow a set number of books depending on their year level. If more research or project books are required, this is easily arranged with resource centre staff.

A library bag is necessary for our younger children (Prep – Year 4) and is encouraged for older students as protection while transporting books to and from school. The Library is also open during lunch hours for students if they wish to read, use the computers or play board games.

Our Library is fully automated. Children are able to access information electronically and borrow through our barcoding procedure. A number of computers are available for student use to assist in developing their electronic skills and accessing information electronically.

Parent helpers are always welcome as we constantly need books covered, repaired and shelved.
6. **Behaviour Management**

Our school Behaviour Support Guidelines is based on the understanding that all behaviours and actions, both negative and positive, have related consequences. Our policy helps to instill confidence, self-belief and success in our relationships with others and in the choices we make. Our Guidelines value each individual's right to grow and develop in a safe nurturing environment.

A copy of the Guidelines can be obtained from the School Office or on our school website.

7. **Bullying**

The school has developed a statement on bullying. It lists the following:

- Forms bullying can take
- Possible indicators of bullying and signs to look for
- Steps students can take if they feel they are being bullied
- How the school will respond to bullying issues.

A copy of the statement can be obtained from the School Office or on our school website.

8. **Book Lists**

At the conclusion of each year a book list will be provided for each class so that purchases can be made in preparation for the following year. The list includes text books, stationery items and exercise books. It is requested that children come to school on the first day equipped with these requirements, so learning can commence.
9. **School Uniforms**

Our School Uniform is a visual symbol, to the people in our community, of who we are and where we come from. When the school uniform is worn it reflects on the child personally, their family and St Patrick’s School in the manner it is worn. We encourage all students to wear the correct items of the uniform and ask parents to be supportive of this in the way children are dressed for school each day. A note is appreciated if there are specific reasons for uniforms not being complete.

The following relates to what children wear:

- **Hats are compulsory.** The blue school broad brimmed hat is the school uniform hat. Children are permitted to wear a St Pat’s school bucket hat at play time however we prefer children to wear their school broad brimmed hat.
- **Casual clothes are worn on special occasions.** This will be given prior mention at Assemblies and through newsletters.
- **Fingernail polish should not be worn to school.**

The uniform was chosen by a group of parents and the school leadership team, after considerable discussion. Parents are asked to adhere to the correct regulation uniform.

<table>
<thead>
<tr>
<th></th>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER</td>
<td>Knitted Polo Shirt</td>
<td>Knitted Polo Shirt</td>
</tr>
<tr>
<td></td>
<td>Knitted Draw String Shorts</td>
<td>Knitted Draw String Shorts</td>
</tr>
<tr>
<td></td>
<td>Optional: Navy Dress Shorts</td>
<td>Optional: Navy Dress Shorts / Skorts</td>
</tr>
<tr>
<td></td>
<td>Short White Socks (not ankle)</td>
<td>Short White Socks (not ankle)</td>
</tr>
<tr>
<td></td>
<td>Plain Black Leather Shoes/Joggers</td>
<td>Plain Black Leather Shoes/Joggers</td>
</tr>
<tr>
<td>WINTER</td>
<td>As Above</td>
<td>As Above</td>
</tr>
<tr>
<td></td>
<td>PLUS</td>
<td>PLUS</td>
</tr>
<tr>
<td></td>
<td>Plain Blue Tracksuit with the school badge</td>
<td>Plain Blue Tracksuit with the school badge</td>
</tr>
</tbody>
</table>

Blue hair ribbons/bands/scrunchies are to be worn by the girls.

- **Broad brimmed school hat to be worn.**

**SCHOOL SHOES:** Plain black polished shoes or black joggers (no colour inserts) – basketball boots, high ankle boots, canvas shoes, suede shoes and other sporting shoewear are NOT part of the uniform and are NOT acceptable.

**SCHOOL SOCKS:** Boys and girls – plain white short socks

**PLEASE NOTE:** SHORTENED CUT-OFF SOCKS OR SOCKETTES ARE NOT PERMITTED.

A school UNIFORM SHOP exists at the school. All school needs are available as well as some second hand items. Current operating times are:

- Monday 2:30pm – 3:30pm
- Thursday 8:30am – 9:30am

Variations to these times are advertised in the school newsletter.
10. Jewellery

The wearing of jewellery is discouraged at school because it can cause distraction, excessive jewellery detracts from the appearance of our uniform and expensive items can be lost or broken at school. As well as a uniform issue, the wearing of jewellery is also a safety issue. For the benefit of all students, the following guidelines are required regarding the wearing of jewellery.

- Students may wear only one stud or sleeper in each ear.
- Earrings/studs are only to be worn in the ear lobe.
- Necklaces with a simple holy symbol can be worn inside uniforms.
- One single signet ring is permitted (but not encouraged)
- No bangles/bracelets are to be worn at school.
- All jewellery should be of a simple nature and should not depict symbols that are unacceptable to the school's administration or contrary to the Catholic ethos of the school.

Please note that exceptions will be made in special circumstances such as “medical alert” bracelets and so on. These exceptions will occur after consultation between parents and the Principal.
11. Hair Cuts

Hair should be neat and tidy and its natural colour. No layered, ridged or undercut styles are acceptable. It should be free from rinses, streaks and tints.

FOR GIRLS:- hair below the collar is to be tied back at all times. Hair ornaments are not part of the uniform and should not be worn. Girls to wear correct Blue Hair Ribbons.

FOR BOYS:- hair is to be above the ear lobes and off the collar, and when combed forward it must be out of the eyes.

Although the above does not specifically state all styles that are not acceptable, the word “extreme” is the operative word. The final decision on acceptability is at the discretion of the Principal.

12. Lost Property

A box of unclaimed items is located in the office foyer. At the end of each term this is emptied and the unclaimed items are offered to families in need or donated to our Uniform Shop and St Vincent de Paul. If all items are named, it is much easier to locate owners of lost property and it is much easier for students to keep track of their own belongings. This will require name tags to be sewn or ironed on to all of the children’s items.

13. School Fees

St Patrick’s Primary School is a Parish school, staffed and administered by Brisbane Catholic Education. Finance for the running of our school comes from two sources:

- **School Fees and Levies**: The school relies on the payment of fees and levies by parents to meet its financial obligations and operating costs such as rates, insurance, electricity and phone bills, loan repayments and building maintenance. Payment can be made by cash, cheque, eftpos, direct debit, direct deposit or BPay. Contact the office for further details.

- **Fundraising Activities**: Throughout the year, there are various fundraising activities undertaken in the school. These include the Parents and Friends Association activities, Canberra Trip Fundraisers and school activities such as free-dress days. All of these activities bring valuable funds into the school which enables us to do extra things and provide extra resources for our students or to support others less fortunate than ourselves.

**SCHOOL FEE ACCOUNTS**

Each term, accounts are sent home from the School Office. We would appreciate it if term accounts could be paid promptly wherever possible. Should difficulties arise regarding fees, families should make an appointment to discuss the situation with the Principal as quickly as possible so that equitable solutions can be found. No Catholic family will be denied the right of a Catholic Education because of their financial situation. Fee reductions are available by applying for a Fee Concession when enrolling at the school, or when financial circumstances alter. A just and equitable method is used to assist in looking at individual circumstances.
CLASS LEVIES

Money collected at St Patrick's Primary from levies assists in the purchases of consumables, classroom costs, Roadcraft and 4 cultural performances during the year.

- Art and Craft
- Photocopying
- Text/Programs
- Life Education
- Arts Council performances
- Roadcraft
- Class Resources
- Religious Education
- RawArt
- Swimming

Class Levy accounts are included with School Fees each term.

BUILDING FUND

The school has commitments towards the capital and maintenance costs of its buildings. A contribution is sought from each family in the school year towards both the capital and maintenance costs the school incurs. This contribution is 100% tax deductible and your payment toward the building fund will assist us in improving and maintaining the school facilities for the benefit of all students.

LIBRARY FUND

The Library Fund is a voluntary contribution which parents are encouraged to make each year. This contribution is 100% tax deductible and goes towards the provision of resources for our School Library and the purchase of computer hardware and software.

14. Leadership Team

The school Leadership Team consists of the Principal, Assistant Principal – Administration, Assistant Principal – Religious Education, Support Teacher Inclusive Education and two members of staff. These two members of staff are appointed to the leadership team for a period of two years.

The Leadership Team meets each week and is responsible for the overall vision and management of the school. Each of these meetings are minuted and an action plan developed. At various times people will be invited to meet with the Leadership Team to discuss issues and to support teachers in classroom and professional needs.

On days when the Principal is away attending meetings, in-service and so on, the APA and the APRE deputize where necessary. If all of the Leadership Team Executive are absent, a member of the school leadership team will be asked to deputize for the Principal on the day.

15. Medications

The administering of medications at school requires:
- Doctor’s approval and details of medication signed by a parent
- Supervision of administration
- Parents to discuss instructions with a teacher or office staff
- Documentation each time medications are administered.

At the commencement of each year an ADMINISTRATION OF MEDICATION FORM is sent home for parents to complete. This is then added to a School Register. This form requires parents to negotiate with their child’s class teacher the administering and storage of the child’s medications.
16. Parent Community Group

Role Description

- To gather parents/carers for pastoral support network
- To communicate, network and offer support amongst the parents/carers in each class group
- We welcome new families to school

All parents are welcome to be a part of this group

SCHOOL BOARD

At St. Patrick’s, we have a school pastoral board in place. Membership of the Pastoral School Board is made up of:

- The Parish Priest
- The Principal
- Three Parent Members
- One Member who is from the Parish
- Co-opted Financial Representative

Two other members may be invited onto the school board for specific purposes.

The role of the board is to meet monthly to discuss school policies and future directions. The Board exists mainly to act as a support for the Principal and Parish Priest in their roles of leading.

SCHOOL WEBSITE

We have established a school website for the convenience of parents and the wider community. The site contains important information about the school and data which is relevant to parents. This includes all weekly newsletters, a calendar of events, essential forms such as medication, enrolment and current photos of school activities. Parents can access the site by visiting [www.stpatrickspsgymie.qld.edu.au](http://www.stpatrickspsgymie.qld.edu.au)

ST PATRICK’S PARENTS & FRIENDS ASSOCIATION

In 2011 we established our own Primary School P & F Association. This association plays a vital role in supporting the school. The school relies heavily on parents contributing their time and support towards the activities run by the P&F. Without such support our school would not be so well resourced and families would be paying extra in fees to cover what our P&F provides.

Meetings are held on the second Wednesday of each month at 7pm. The P&F is active in supporting the endeavours of the school in relation to funding, curriculum and programs provided.

The P&F conducts some major fundraising activities during the year. These activities require the support of all parents and are valuable activities in building a better school.

A P&F levy exists so all families contribute some financial support. This is paid each term with the school fees account and is presently $110 per year.
**BUS TRAVEL**

Students enrolled in Prep to Year 7 may travel to and from St Patrick’s Primary School by the bus service.

A number of Bus Companies provide a service for the children from Rainbow Beach, Tin Can Bay, Cooran, Imbil, Kandanga, Amamoor, Curra, Kilkivan and Gympie areas.

If you desire to make use of the school service offered by these companies, you should phone the company to make arrangements (eg: pick up points, times, costs).

The address and phone number of the major company:
- Polleys Coaches
  - Pinewood Avenue
  - Gympie
  - Ph 5480 4500

Once arrangements have been made with the bus company, you should then advise the school office that your child is travelling by bus. Please provide in writing, stating the Bus Company and on which days your children will be travelling by bus.

Application forms for the Non Government Schools Transport Assistance Scheme are distributed to students in Term 1 and Term 3. These forms need to be returned to the office by the due dates. A full copy of the bus Fare Assistance Program guidelines are available on the QCEC website at: [http://www.schooltransport.com.au/index.htm](http://www.schooltransport.com.au/index.htm)

**Conveyance Allowance**

Some children may be eligible for a Conveyance Allowance, to offset the cost of bus travel. Please ask the Bus Company when making your enquiries. Applications for Conveyance Allowance is made by completing the appropriate forms which are available through the school office or Maryborough Transport Office on 4121 8315
St Patrick’s School
Homework Guidelines

RATIONALE
At St. Patrick’s School we believe that teachers and parents working closely together provide the optimal conditions for the children’s learning to be most effective. The home is a rich learning environment that provides real life contexts in which children can demonstrate their attributes as life-long learners.

Homework enhances the links between home, school and the community and gives parents an opportunity to become involved in school learning.

Homework assists in:

- giving real life applications for learning.
- revising, reinforcing and enhancing basic literacy and numeracy.
- encouraging time management skills, self-discipline and building good work habits.
- building a bridge between school and home.

OUR BELIEFS ABOUT HOMEWORK

To be most effective we believe that homework should:

- be flexible enough to consider family needs taking into consideration rest, relaxation, recreation, family responsibilities and other activities.
- not be a source of conflict between parent and child.
- focus on reading
- reinforce concepts and skills taught in the classroom.
- be relevant to the learning that is taking place in the classroom.
- be age/level appropriate so that success can be achieved independently in a set time frame.
- take into account individual children’s learning abilities.
- be structured and easy to follow.
- be acknowledged and corrected by the teacher
- be monitored to ascertain students who regularly do not complete the homework.

WORKING TOGETHER FOR SUCCESS

For homework to be effective, a partnership needs to exist between home and school. Parents, teachers and children each have responsibilities.

Parents and caregivers can help by:

- reading and talking to children.
- providing a suitable learning environment with minimal distractions and necessary resources.
- helping children to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities.
- assisting children to understand set tasks.
- discussing with children current affairs.
- actively guiding, encouraging and supporting children to become responsible and independent learners.
- communicating to teachers any concerns that arise with the children’s home learning.
- allowing children to be responsible for completion of homework tasks.
Teachers can help by:

- effectively communicating homework expectations to parents
- ensuring the children are aware of what is expected of them.
- setting relevant learning activities which allow for individual needs.
- encouraging children to participate in real life activities that develop the whole child. eg shopping, craft, cooking, sport, quiet time, or music.
- acknowledging and correcting work.
- contacting parents to discuss strategies aimed at assisting with any difficulties the student may be experiencing.

Children can help by:

- listening to information given.
- accepting responsibility for ensuring homework tasks are brought to and from school when required.
- seeking assistance with and clarification of the task if needed.
- using strategies and following advice given by teachers.
- completing homework tasks to the best of their ability.
- talking to family about school activities and current events.
- working towards becoming independent learners.

**ORGANISATIONAL STRUCTURES**

Classroom teachers will set homework tasks that complement and therefore reflect our common beliefs about homework. Home learning in each year level will include a reading task.

In setting homework tasks the following time frames are a guideline. Children may do extra work if they choose.

<table>
<thead>
<tr>
<th>Year</th>
<th>Written Tasks: Daily Allocation</th>
<th>Night Reading</th>
<th>Real Life Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Nil</td>
<td>10 mins</td>
<td>Minimum of 20 minutes per week to be allocated to non-scheduled activities that help to develop the whole child.</td>
</tr>
<tr>
<td>Year One</td>
<td>Nil</td>
<td>10 mins</td>
<td></td>
</tr>
<tr>
<td>Year Two</td>
<td>5 - 10 mins</td>
<td>10 mins</td>
<td></td>
</tr>
<tr>
<td>Year Three</td>
<td>5 - 10 mins</td>
<td>10 mins</td>
<td></td>
</tr>
<tr>
<td>Year Four</td>
<td>15 mins</td>
<td>10 - 15 mins</td>
<td></td>
</tr>
<tr>
<td>Year Five</td>
<td>15 mins</td>
<td>10 - 15mins</td>
<td></td>
</tr>
<tr>
<td>Year Six</td>
<td>15 mins</td>
<td>20 mins</td>
<td></td>
</tr>
<tr>
<td>Year Seven</td>
<td>15 mins</td>
<td>20 mins</td>
<td></td>
</tr>
</tbody>
</table>

- This time can be spread over the week to equal the same amount as 4 nights of homework.
- Set homework tasks should be the same or similar across the year level.
- Homework should be flexible enough to consider family needs taking into consideration rest, relaxation, recreation, family responsibilities and other activities.
- Homework should be able to be achieved in the times allocated above taking into account individual children’s learning abilities.

**State Guidelines for maximum homework hours over a week recommend:**

- Prep: Generally will not be set homework.
- Years 1 - 3: Up to but not more than 1 hour per week.
- Years 4 - 5: Up to but not more than 2 - 3 hours per week.
- Years 6 - 7: Up to but not more than 3 - 4 hours per week.
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARISH PRIEST</td>
<td>Fr Pat Cassidy</td>
</tr>
<tr>
<td>PRINCIPAL</td>
<td>Kathy Fuller</td>
</tr>
<tr>
<td>APA</td>
<td>Eric Ellems</td>
</tr>
<tr>
<td>APRE</td>
<td>Peter Campbell</td>
</tr>
<tr>
<td>Secretaries</td>
<td>Amy Osborn</td>
</tr>
<tr>
<td></td>
<td>Carmel Mills (M-Tu)</td>
</tr>
<tr>
<td></td>
<td>Vickie McEnery (W-F)</td>
</tr>
<tr>
<td>Finance Secretary</td>
<td>Symone Yann</td>
</tr>
<tr>
<td>PREP G</td>
<td>Tracey Gerrard</td>
</tr>
<tr>
<td>PREP W</td>
<td>Kim Watkins</td>
</tr>
<tr>
<td>YEAR 1 1F</td>
<td>Kay Fogarty</td>
</tr>
<tr>
<td>YEAR 1 1P</td>
<td>Toni Pennisi</td>
</tr>
<tr>
<td>YEAR 1 1C</td>
<td>Diana Campbell</td>
</tr>
<tr>
<td>YEAR 2 2F</td>
<td>Matthew Foley</td>
</tr>
<tr>
<td>YEAR 2 2LS</td>
<td>Kate Laffey + Vanessa Sadler</td>
</tr>
<tr>
<td>YEAR 2/3 2/3F</td>
<td>Charmaine Francis</td>
</tr>
<tr>
<td>YEAR 3 3B</td>
<td>Alanna Barns</td>
</tr>
<tr>
<td>YEAR 3 3H</td>
<td>Anne Hallam</td>
</tr>
<tr>
<td>YEAR 4 4MB</td>
<td>Marie Borchert</td>
</tr>
<tr>
<td>YEAR 4 4MBA</td>
<td>Michelle Bailey</td>
</tr>
<tr>
<td>YEAR 4 4/5S</td>
<td>Carmel Smith</td>
</tr>
<tr>
<td>YEAR 5 5B</td>
<td>Bernadette Baxter</td>
</tr>
<tr>
<td>YEAR 5 5K</td>
<td>Loretta Keast</td>
</tr>
<tr>
<td>YEAR 6 6L</td>
<td>Damien Lynch</td>
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<tr>
<td>YEAR 6 6S</td>
<td>Sarah Skuse</td>
</tr>
<tr>
<td>YEAR 7 7A</td>
<td>Debbie Albion</td>
</tr>
<tr>
<td>YEAR 7 7M</td>
<td>Vicki Major</td>
</tr>
<tr>
<td>Teacher/Librarian</td>
<td>Jillian Kelly</td>
</tr>
<tr>
<td>Support Teachers (Inclusive Education)</td>
<td>Chrissi O'Connell</td>
</tr>
<tr>
<td></td>
<td>Brenda Carige</td>
</tr>
<tr>
<td></td>
<td>Helen Ellems</td>
</tr>
<tr>
<td>Cultural Literacy (Indonesian)</td>
<td>Bianca Dittman</td>
</tr>
<tr>
<td>Guidance Counsellor</td>
<td>Karen Holmes</td>
</tr>
<tr>
<td>Music</td>
<td>Kait Searles</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Eric Ellems (Yrs 4 – 7)</td>
</tr>
<tr>
<td></td>
<td>Damien Lynch (Prep-Yr4/5)</td>
</tr>
<tr>
<td>Technology Support</td>
<td>Shannon Skuse</td>
</tr>
<tr>
<td>IT Support</td>
<td>Dion Bell</td>
</tr>
<tr>
<td>Student Support Officer</td>
<td>Anna Neynens</td>
</tr>
<tr>
<td>Prep Aides</td>
<td>Debbie Nolan</td>
</tr>
<tr>
<td></td>
<td>Terri Bartholomew</td>
</tr>
<tr>
<td>School Officers</td>
<td>Karen Allen</td>
</tr>
<tr>
<td></td>
<td>Colleen Bell</td>
</tr>
<tr>
<td></td>
<td>Geraldine Grimish</td>
</tr>
<tr>
<td></td>
<td>Desley Herberts</td>
</tr>
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<td></td>
<td>Charmaine Lyons</td>
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<td>Olga Mannion</td>
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<td></td>
<td>Susan Murray</td>
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<td></td>
<td>Shirley Pyatt</td>
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<tr>
<td></td>
<td>Stephanie Robson</td>
</tr>
<tr>
<td>Groundsman</td>
<td>Ron Houghton</td>
</tr>
<tr>
<td>Tuckshop Convenor</td>
<td>Tracy Frazier</td>
</tr>
<tr>
<td>Cleaners</td>
<td>John Quirk</td>
</tr>
<tr>
<td></td>
<td>Pam Hendriksen / Darcy Davies</td>
</tr>
<tr>
<td>Uniform Shop Convenor</td>
<td>Tracy Frazier</td>
</tr>
</tbody>
</table>
### Tuition & Facilities Fee

<table>
<thead>
<tr>
<th>Tuition &amp; Facilities Fee</th>
<th>Yearly</th>
<th>P&amp;F</th>
<th>SUB TOTAL</th>
<th>Library Fund Contribution (tax-deductible)</th>
<th>Building Fund Contribution (tax-deductible)</th>
<th>TOTAL</th>
<th>Total Charges Per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 primary student</td>
<td>1820.00</td>
<td>110.00</td>
<td>1930.00</td>
<td>100.00</td>
<td>230.00</td>
<td>$2260.00</td>
<td>$565.00</td>
</tr>
<tr>
<td>1 primary</td>
<td>1700.00</td>
<td>110.00</td>
<td>1810.00</td>
<td>100.00</td>
<td>230.00</td>
<td>$2140.00</td>
<td>$535.00</td>
</tr>
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<td>2 primary</td>
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<td>110.00</td>
<td>2630.00</td>
<td>100.00</td>
<td>230.00</td>
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<td>230.00</td>
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<td>110.00</td>
<td>2780.00</td>
<td>100.00</td>
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<td>100.00</td>
<td>230.00</td>
<td>$2950.00</td>
<td>$737.50</td>
</tr>
</tbody>
</table>

Please Note:
Add $150 for each student above 3 in the family.

### Prep Levy

An additional $80 per year is charged for those families with a Prep student.

### Sibling Discount
Available on application – please see over for details.

### Tuition & Facilities Fee

The following is an indication of items which may be covered by this fee:

* Tuition costs
* Maintenance
* Loan repayments
* Swimming
* School administration costs
* Classroom and sport resources
* Art supplies
* Religious Education resources
* Roadcraft
* Life Education Van
* Cultural Activities
* Printing & Stationery
* Furniture and Equipment
Fee Concessions

No family should endure unreasonable financial hardship because of school fees. Any reduction in fees, though, should be looked at in terms of:
• financial needs of the family
• responsibility to full fee paying parents
• efforts made in paying the fees

Concessional fees are only applied to School Fees.

If you believe you may be eligible for a concession on School Fees, please contact the Principal, Kathy Fuller or the Principal Support Officer, Symone Yann for an Application Form.

Payment Terms & Payment Options

School fee accounts are issued at the beginning of each term.

Payment Terms are 30 days.

Payment by cash, cheque, credit cards, EFTPOS, Direct Debit and BPay accepted.

Minimum Eftpos $30 is preferred
Minimum BPay is $50

Direct Debit

To spread the cost of your fees over the year, we offer a direct debit system, whereby an amount is deducted from your bank account or credit card each week, fortnight or month.

Applications for a direct debit request are available from the office.

Sibling Discount

A 10% discount on the tuition portion of the Tuition & Facilities Fee is offered to families who also have students at St Patrick’s College. This needs to be applied for through the school office. It will not automatically be deducted. Contact office for application form.

Difficulty Paying?

It is important to contact Kathy Fuller (Principal) or Symone Yann (Principal Support Officer) at the school if you are unable to pay your fees by the due date.

It has always been our policy to assist parents who may be experiencing any difficulties in meeting fee obligations.

By contacting Kathy or Symone as early as possible, this allows us to come to an arrangement before circumstances become more difficult.

Collection Policy

• Fees are payable within 30 days from the date of issue.
• Any variations to vary the terms of payment must be made with the Principal Support Officer or Principal.
• Unless there is an agreement for fee concessions at enrolment, the acceptance by parents of a position at St Patrick’s Primary assumes the ability to pay fees in full.
• Overdue accounts will be processed within 7 days after the due date.
• Accounts which remain unpaid 14 days after the due date will be dealt with in one or more of the following ways:
  - letter from the Principal
  - phone contact by the Principal Support Officer
  - interview with the Principal or Principal Support Officer.
• The School Finance Committee is an advisory authority to the Parish Priest and Principal regarding fees, concessions and any outstanding accounts. In the case of bad debts where there has been no response to invitations to discuss the situation, the committee may recommend taking further action.

Communication is important!

Should you have any further queries on any aspect of fees or the fee process, please feel free to contact our Principal, Kathy Fuller or our Principal Support Officer, Symone Yann.

Remember, the following forms are available from the office:
• Sibling Discount Form
• Direct Debit Request Form
• Application for Fee Concession

Payment Terms & Payment Options

School fee accounts are issued at the beginning of each term.

Payment Terms are 30 days.

Payment by cash, cheque, credit cards, EFTPOS, Direct Debit and BPay accepted.

Minimum Eftpos $30 is preferred
Minimum BPay is $50

Direct Debit

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Remember, the following forms are available from the office:
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• Direct Debit Request Form
• Application for Fee Concession
# Paddy's Cafe Menu

## Sandwiches / Rolls / Wraps
*Fresh or Toasted - white/multigrain*

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ham</td>
<td>$1.50</td>
</tr>
<tr>
<td>Ham &amp; Cheese</td>
<td>$2.00</td>
</tr>
<tr>
<td>Ham, Cheese &amp; Tomato</td>
<td>$2.50</td>
</tr>
<tr>
<td>Ham &amp; Salad</td>
<td>$4.00</td>
</tr>
<tr>
<td>Chicken</td>
<td>$2.50</td>
</tr>
<tr>
<td>Chicken &amp; Cheese</td>
<td>$3.00</td>
</tr>
<tr>
<td>Chicken, Lettuce &amp; Mayo</td>
<td>$3.50</td>
</tr>
<tr>
<td>Chicken &amp; Salad</td>
<td>$4.50</td>
</tr>
<tr>
<td>Cheese</td>
<td>$1.20</td>
</tr>
<tr>
<td>Cheese &amp; Tomato</td>
<td>$1.60</td>
</tr>
<tr>
<td>Cheese &amp; Salad</td>
<td>$3.50</td>
</tr>
<tr>
<td>Egg &amp; Lettuce</td>
<td>$2.50</td>
</tr>
<tr>
<td>Sushi</td>
<td>$2.50</td>
</tr>
<tr>
<td>Chilli Chicken, Lettuce &amp; Mayo Wrap</td>
<td>Full $4.00, Half $2.00</td>
</tr>
<tr>
<td>Chilli Chicken, Cheese+TomatoTstd Wrap</td>
<td>Full $3-80</td>
</tr>
<tr>
<td>Chicken Cheese Toasted Wrap</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

## Salads
*lunch only*

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Egg Salad</td>
<td>$4.00</td>
</tr>
<tr>
<td>Ham Salad</td>
<td>$4.50</td>
</tr>
<tr>
<td>Chicken Salad</td>
<td>$5.00</td>
</tr>
<tr>
<td>Ham+Chicken with egg extra</td>
<td>$0.50</td>
</tr>
</tbody>
</table>

## Hot Food
*lunch only*

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken and Gravy Rolls</td>
<td>$3.50</td>
</tr>
<tr>
<td>Ham &amp; Pineapple Pizza</td>
<td>$2.00</td>
</tr>
<tr>
<td>Chicken Wedges</td>
<td>$0.70</td>
</tr>
<tr>
<td>Hot Dog</td>
<td>$2.50</td>
</tr>
<tr>
<td>Chicken Burger with cheese</td>
<td>$3.50</td>
</tr>
<tr>
<td>Cheese Burger with salad</td>
<td>$4.50</td>
</tr>
<tr>
<td>Hamburger</td>
<td>$3.50</td>
</tr>
<tr>
<td>Lasagne</td>
<td>$3.50</td>
</tr>
<tr>
<td>Plain Pie</td>
<td>$2.60</td>
</tr>
<tr>
<td>Potato Pie</td>
<td>$3.20</td>
</tr>
<tr>
<td>Party Pies</td>
<td>$0.70</td>
</tr>
<tr>
<td>Sausage Roll tomato or barbecue</td>
<td>$2.30</td>
</tr>
</tbody>
</table>

## Drinks
*lunch and afternoon tea*

<table>
<thead>
<tr>
<th>Drink</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>300ml Plain Milk</td>
<td>$1.20</td>
</tr>
<tr>
<td>600ml plain milk</td>
<td>$1.80</td>
</tr>
<tr>
<td>300ml Flavoured Milk, chocolate, strawberry</td>
<td>$1.80</td>
</tr>
<tr>
<td>250ml 100% Juice Popper</td>
<td>$1.50</td>
</tr>
<tr>
<td>375ml Orchy</td>
<td>$2.00</td>
</tr>
<tr>
<td>600ml Water</td>
<td>$1.00</td>
</tr>
<tr>
<td>380ml Amuse Blueberry, Fruit, and Raspberry</td>
<td>$2.10</td>
</tr>
<tr>
<td>350ml Quench</td>
<td>$1.80</td>
</tr>
<tr>
<td>L O L</td>
<td>$2.10</td>
</tr>
<tr>
<td>Up and Go</td>
<td>$1.80</td>
</tr>
</tbody>
</table>

## Snacks
*lunch and afternoon tea*

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choc chip cookies</td>
<td>$0.50</td>
</tr>
<tr>
<td>Chips</td>
<td>$1.00</td>
</tr>
<tr>
<td>Popcorn</td>
<td>$1.00</td>
</tr>
<tr>
<td>Jatz &amp; Cheese</td>
<td>$1.00</td>
</tr>
<tr>
<td>Muffin</td>
<td>$2.00</td>
</tr>
<tr>
<td>Fruit</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

## Snacks
*afternoon tea only*

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custard</td>
<td>$0.60</td>
</tr>
<tr>
<td>Jelly</td>
<td>$0.60</td>
</tr>
<tr>
<td>Hello Panda</td>
<td>$0.70</td>
</tr>
<tr>
<td>Ovalteenies</td>
<td>$1.00</td>
</tr>
<tr>
<td>Milky Way</td>
<td>$0.70</td>
</tr>
<tr>
<td>Licorice</td>
<td>$0.25</td>
</tr>
<tr>
<td>Jupiter Bar</td>
<td>$1.00</td>
</tr>
<tr>
<td>Butter Menthols</td>
<td>$0.60</td>
</tr>
</tbody>
</table>

## Ice Blocks
*afternoon tea only*

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Saver</td>
<td>$1.00</td>
</tr>
<tr>
<td>Billabong</td>
<td>$1.40</td>
</tr>
<tr>
<td>Icy Pole</td>
<td>$1.00</td>
</tr>
<tr>
<td>Dixie Cup</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

## Before School Mon, Wed + Fri

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>WARM MILO</td>
<td>$1.00</td>
</tr>
<tr>
<td>ITEM</td>
<td>SIZING</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>POLO SHIRT</td>
<td>Sizes 4 to 14</td>
</tr>
<tr>
<td></td>
<td>Sizes 16 to 22</td>
</tr>
<tr>
<td>KNIT SHORTS (Navy)</td>
<td>Sizes 4 to 10</td>
</tr>
<tr>
<td>WHILE STOCKS LAST</td>
<td>Sizes 12 to 18</td>
</tr>
<tr>
<td>DRESS SHORTS (Girls)</td>
<td>Sizes 4 to 10</td>
</tr>
<tr>
<td></td>
<td>Sizes 12 to 16</td>
</tr>
<tr>
<td>DRESS SKORTS (Girls)</td>
<td>Sizes 4 to 18</td>
</tr>
<tr>
<td>DRESS SHORTS (Boys)</td>
<td>Sizes 4 to 16</td>
</tr>
<tr>
<td>FLEECY JUMPER</td>
<td>Size 4 to 10</td>
</tr>
<tr>
<td></td>
<td>Size 12 to 18, Sml, Med</td>
</tr>
<tr>
<td>FLEECY PANTS</td>
<td>Size 4 to 8</td>
</tr>
<tr>
<td></td>
<td>Size 10 to 16</td>
</tr>
<tr>
<td>JACKET</td>
<td>Size 6 to 14; XSml (16)</td>
</tr>
<tr>
<td>HAT (Broad Brimmed)</td>
<td>XS to XXL</td>
</tr>
<tr>
<td>HAT (Bucket)</td>
<td>Sml / Med / Lge</td>
</tr>
<tr>
<td>HAT (Reversible Bucket Hat with House colour)</td>
<td>54cm / 58cm</td>
</tr>
<tr>
<td>TOGGLE &amp; STRING</td>
<td></td>
</tr>
<tr>
<td>CHAIR BAGS (Yrs 4 – 7)</td>
<td></td>
</tr>
<tr>
<td>VELCRO HOMEWORK BAG</td>
<td></td>
</tr>
<tr>
<td>SCHOOL BAGS</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL MONIES</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Prices subject to change without notice**

**TEAM COLOURED SHIRT** – A plain coloured shirt will need to be purchased for students to wear to athletics/swimming carnivals. Please ensure there are no emblems, slogans, etc. printed on this shirt and that it is SUNSAFE.

**SHOES** – plain black polished shoes or joggers can be purchased at local shoe shops. Colour inserts, basketball boots, high ankle boots, canvas shoes, suede shoes and other sporting shoes are NOT part of the uniform and are NOT acceptable.

**SOCKS** – short plain white, not ankle, socks can be purchased at local shops. Please note: SHORTENED CUT-OFF SOCKS OR SOCKETTES ARE NOT PERMITTED

**PLEASE NOTE THAT KNIT SHORTS ARE BEING REMOVED FROM UNIFORM LIST – AVAILABLE UNTIL CURRENT STOCK IS SOLD**

**CHILD’S NAME** ___________________________ **CLASS** _________ **DATE** __________

**PHONE** ___________________________ **PARENT’S NAME** ___________________________

Payment can be made by EFTPOS, Cash or Cheque made payable to St Patrick’s Primary School, due on collection of uniform order. LAY-BY available, but SORRY, NO CREDIT

**CREDIT CARD DETAILS**

Card Number: ______/______/_______/_______ Expiry Date: ______/______ Amount: $__________

Name of Cardholder: ___________________________ Signature of Cardholder: ___________________________

**SHOP HOURS**

Monday 2:30pm to 3:30pm

Thursday 8:30am to 9:30am