St Patrick's Primary School

SCHOOL MOTTO: “Let Your Light Shine”

SCHOOL ADDRESS: 18-26 Church Street
GYMPIE   QLD   4570

TELEPHONE: (07) 5482 3293

FAX: (07) 5482 6601

EMAIL: pgympie@bne.catholic.edu.au

WEBSITE: www.stpatrickspsgympie.qld.edu.au
The following relates to what children wear:

- Hats are **compulsory**. The children can wear our school bucket hat or our school broad brimmed hat.
- Casual clothes are worn on special occasions. They must be appropriate and sun-safe. This will be given prior mention at Assemblies and through newsletters.
- Fingernail polish should not be worn to school.

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. It is an expectation that all children and their parents will support the correct wearing of our uniform. **Our current uniform has been chosen in consultation with the school community and decided by the School Pastoral Board.**

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
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<tbody>
<tr>
<td><strong>SUMMER</strong></td>
<td></td>
</tr>
<tr>
<td>Knitted Polo Shirt</td>
<td>Knitted Polo Shirt</td>
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<tr>
<td>Navy Dress Shorts</td>
<td>Navy Dress Shorts / Skorts</td>
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<tr>
<td>Short White Socks <em>(not ankle)</em></td>
<td>Short White Socks <em>(not ankle)</em></td>
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<tr>
<td>Plain Black Leather Shoes/Joggers</td>
<td>Plain Black Leather Shoes/Joggers</td>
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<tr>
<td><strong>WINTER</strong></td>
<td></td>
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<tr>
<td>As Above</td>
<td>As Above</td>
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<tr>
<td>PLUS</td>
<td>PLUS</td>
</tr>
<tr>
<td>Plain Blue Tracksuit with the school badge or School Jacket</td>
<td>Plain Blue Tracksuit with the school badge or School Jacket</td>
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Blue hair ribbons/bands/scrunchies are to be worn by the girls.

**SCHOOL SHOES**

- **SCHOOL SHOES**: Plain Black Polished Shoes or Black Joggers *(No colour inserts)*
  - Basketball Boots, High Ankle Boots, Suede Shoes, Canvas 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.
KINDLY NOTE THE FOLLOWING:

- Marking of clothing - It would be very much appreciated if all articles of clothing were clearly marked with the child’s name. Names written on clothing in ink are not sufficient. It is very difficult to trace the owner of lost articles that are not marked. Whiteout is a useful way to mark hats and darker coloured clothing.

- EVERY CHILD MUST HAVE A SCHOOL HAT TO WEAR AT RECREATION TIMES.

- All uniform items except for socks and shoes can be purchased from the school by completing the order form available.

- Shoes should be cleaned regularly. Socks are to be worn at all times.

- 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. Styles that draw attention to the individual and are significantly different are not acceptable. The final decision on acceptability is at the discretion of the Principal.

- Jewellery is not permitted with the exception of plain sleepers/studs (only one per ear), and religious items, medals, crosses etc

- Finger nails should be cut and cleaned – No finger nail polish

- School bags to be neat and tidy - no drawings or stickers.

*Your co-operation in maintaining a high standard of neatness and dress, especially in footwear, would be very much appreciated.*

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TEACHER / PARENT CONFERENCE AND INTERVIEWS

Teacher/Parent Conferences and Interviews will be held throughout the year, and parents are expected to attend these interviews. Formal Teacher/Parent Interviews are offered to all parents in Term 2. We encourage all families to take up this offer for an interview.

INTERVIEWS

Interviews between parents and teachers during school hours are not desirable. Arrange interviews, by appointment, outside school hours. In order to arrange an appointment, please phone the Secretary during school hours – 5482 3293 or contact can be made via the teacher’s work email address and also through the school’s email.
ATTENDANCE
Attendance is essential for progress. A child should not be absent without good reason. 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 phone 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 or an email to the child’s class teacher, prior to the day(s) of absence. Break-up days should not be anticipated, and an effort should be made to have holidays coincide with school vacations. Music lessons, dental appointments, haircuts, etc., should be arranged to take place outside school hours where at all possible.

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.

PUNCTUALITY
Punctuality and regular attendance are necessary if a student is to make steady progress at school. The chronic latecomer negatively impacts on their own learning and the learning of others in the class. Children, who attend school irregularly, being absent often, and for trivial reasons, give themselves little chance of success. The work of a student is definitely a full-time job. Children should arrive at school by the prescribed time, 8:45am and will not be permitted to leave before dismissal time at 3:00pm, without the written permission of the parents.

HOMEWORK
It is important that children do their homework consistently and well. Homework is a necessary application of the work done during the day. Children appreciate and respond to the interest that parents show in their school work. Please see that your children do their homework regularly and that it is of acceptable standard. Children must have a suitable quiet place to do their home studies. Any queries regarding homework should be directed to the classroom teacher.

BEHAVIOUR
Loyalty to one’s school will reflect on a boy's or girl's respect for self, for home and school. Irresponsible or impolite behaviour, especially that which occurs during travel, will not be tolerated. Parents and teachers share a joint responsibility for the good conduct of their children. Details of our Behaviour Support Guidelines are on our school website.

SUPERVISION
The teachers begin to supervise the children at 8:25am each morning and continue to do so until the last bus has departed at 3:25pm. It is not recommended that children be at school prior to 8:25am. Children should go home immediately after school, unless there is an emergency and in such cases the office should be notified.
**PHYSICAL EDUCATION AND SPORT**

Physical Education and Sport are very much part of the school curriculum and all round education of the children. Therefore every child is expected to take part in these activities each week unless sick or injured. If for some reason a student is not able to take part, a note should be sent to the class teacher.

**MEDICATION**

Should prescribed or non-prescribed medication (including analgesics) be required to be administered at the school, the parent must make a written request to the Principal of the school. Please include the following:

* **Name of Student**,  
* **Name of Medication**,  
* **Reason for Medication**,  
* **Amount to Administer**,  
* **Date and Time to Administer**.

You or your child’s medical practitioner must provide written approval for the medication to be administered.

All medication supplied to the school for your child must be in a container labelled by a pharmacist, showing the name of the drug, the “use by” date, the name of the student’s medical practitioner, the name of the student, the dosage and the frequency of administration.

All medication will be administered from the school office. The only exception to this is the use of asthma inhalers. These can stay in the child's possession provided that the school has been notified by the parent in writing. For any regular or continual medication a **Student Medication Authority Form** may be obtained from the school office.

**UNIFORM SHOP**

Uniform sales are conducted on Monday 2:30pm to 3:30pm and Thursday 8:30am to 9:30am from the Multi Purpose Room in the Mercy Wing.

If you are unable to attend at this particular time please send your order with payment into the school office.

**PARKING and PICK-UP LINE**

There are 3 main ways that students can arrive or leave the school each day and these will be explained in detail in this brochure. For all of these methods, there are teachers on supervision duty and there are set procedures in place to ensure that children are kept safe. These procedures are also in place to help alleviate the congestion which occurs each day as the students of St Patrick’s School and the College leave our school zone. Your assistance is necessary to ensure this process occurs safely and successfully.

**Bus Travel**

All buses which bring students to St Patrick’s or take them home do so from the bus set down area in Bligh Street, in front of the College. All students who travel home on buses assemble near the Trinity building each afternoon and the two teachers on duty escort them to the bus area via the pedestrian lights on Calton Hill. All students who have to go home on buses must travel to the collection area this way.
Church Street
Parents who bring students to and from school by car may drop off or collect students at the front of the school in Church Street. All students who are being collected from this are meet the supervising teacher at the front gate and then walk to the pick-up shelter area. All children remain here until 3:25pm if not picked up earlier and are then taken up to our school office.

Bligh Street Car Park
There is a designated set down and pick up area in the Bligh Street Car Park. Parents should drive forward to the yellow line when dropping off or picking up students. In the afternoons, all students being picked up in this area should proceed quickly to the shelter area where they will be supervised by two staff until 3:25pm.

Calton Circle
A reminder that as this is not a designated collection area. Please adhere to all Council Parking regulations and be mindful of not parking across driveways. Please note that the gate to Calton Circle entrance will be permanently locked for safety reasons.

Church Car Park
The Church car park is not a designated set-down and pick up area.

NEWSLETTER
The Newsletter is published each week (usually on Wednesday). Information concerning all aspects of school life and the activities of Parents and Friends and other groups will be contained in these bulletins. Newsletters are emailed home each Wednesday, unless you advise the office that a hard copy is required. Email addresses must be kept up to date at all times. Please notify the office or email pgympie@bne.catholic.edu.au with any information related to email address changes. All notices for the school newsletter need to be at the school office by Monday afternoon 4pm to guarantee placement in the newsletter.

PARENT ORGANISATIONS
There exists in the school a Parents & Friends Association. There are also other parent groups in the school which need the support of parents. Parents are invited to become active members of this association as it is a very integral part of the school.
We also have a school Pastoral Board that includes parent representatives.

BUS TRAVEL
Please contact Polleys Coaches, Pinewood Avenue, Gympie 5480 4500 if you require information regarding bus travel.

MONIES SENT TO SCHOOL
Fees may be paid to the school secretary during school hours. Monies sent to the school with the children should be put in an envelope clearly marked with NAME, CLASS, AMOUNT, and purpose of payment.
EXCURSION & PERMISSION FORMS
Whenever students leave the school grounds, prior written permission is sought from parents / guardians. If students have not returned their permission forms, either via email or hard copy, they will not be able to attend.

MOBILE PHONES
St Patrick's Primary School Community recognises that there may be genuine needs for some students to have a mobile phone at school (for example, to arrange transport or for safety reasons after school hours). However, students are discouraged from bringing mobile phones to school.

If students need to contact their parents/guardians during the school day for emergencies or other important reasons, they can contact them from the School Office. If parents need to make contact with their child during the school day, they can ring the School Office and a message will be relayed as soon as possible.

Parents who feel that a mobile phone is needed at school on any particular day should ask their child/ren to “check-in” the mobile phone with their teacher at the start of the day.

The mobile phone needs to be: (1) switched off; and (2) labelled with your name for ease of identification purposes. The Teacher or Office staff will keep the phone safe until the end of the day for each student to collect. The school takes no responsibility for mobile phones that students bring to the school and are not handed into the office or class teacher. If a student needs a mobile phone then a written note of explanation signed by the parent should be given to the Class Teacher or Principal for consideration.

Students are prohibited to use mobile phones during field trips, excursions or other associated school activities. Arrangements will be in place for communication with staff members in the case of an emergency.

BEGINNING OF THE SCHOOL YEAR – 2014

- 20th January 2014 Office reopens
- 21st January 2014 Collect Uniforms 10am – 1pm
- 28th January 2014 Collect Uniforms 1:30pm – 3:30pm
- 29th January 2014 School Commences for Students
- 31st January 2014 First Tuckshop day for 2014
- School Times - Prep to Yr 7 8:45am to 3:00pm

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<th>2014 TERM DATES</th>
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<td>Term 1</td>
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<td>Term 2</td>
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<td>Term 3</td>
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<td>Term 4</td>
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SCHOOL FEES - 2014

- 1 Child $2305 (or $576-25 per term)
- 2 Children $3025 (or $756-25 per term)
- 3 Children $3180 (or $795-00 per term)

Please note: Add $155 for each student above 3 in the family

- Building Fund Contribution $230 per family per year ($57-50 per term)
- Library Fund Contribution $100 per family per year ($25 per term)

Both Contributions are Tax Deductible

On application, we offer a discount on the tuition portion of the tuition and facilities fee for those families with students at St Patrick’s College and St Patrick’s Primary. A sibling discount form is available from the office.

- For any queries regarding the above, please contact the office.
- An additional Levy of $80 per year ($20 per term) is charged for each Prep student.
- There are specific activities held during the year eg. Camps, Excursions, Interschool Sport etc. for which you would be asked to pay a fee. At times some of these activities may be subsidised by the school and parents will not be required to make full payment.
- Accounts are issued in the second week of each term (February, April, July and October)
- Payment is requested within 30 days of statements being issued.
- Some parents may wish to pay the full account early in the year. This certainly is a big help to us.
- EFTPOS facilities are available for School Fees etc via the School Office. A minimum payment of $30 is preferred.
- Fee concessions may be available to eligible families. An “Application for Concession” form can be obtained from the office.
- Payment of accounts can be made via any of the following:-
  - CASH or CHEQUE
  - INTERNET BANKING – Reference Number must appear on transactions - Contact Office for details, or see fees statement.
  - DIRECT DEBITS - Weekly, Fortnightly, Monthly or Quarterly payments. Contact the office for arrangements.
  - EFTPOS facilities – via School Office only. Minimum payment $30 preferred
  - BPAY facilities – details on your fees statement. Minimum payment $50.

WHATEVER YOU DO, DON'T LET THIS MATTER GET OUT OF HAND AND BEYOND YOUR ABILITY TO PAY.

Parents who have difficulty in meeting their commitments should have no hesitation in discussing the matter with the Principal or the Principal Support Officer.

Concessions should be re-negotiated at the beginning of the 2014 school year.