



PARENT INFORMATION HANDBOOK

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Dear Parents / Caregivers,

Welcome to St Patrick's Catholic Primary School St George. St Patrick's is the Catholic Primary School of St Patrick's Parish in St George and is part of the Catholic Education family in the Diocese of Toowoomba. Our school exists not to **be different** but to **make a difference** and to present a vision of reality that has its origins in the gospel of Jesus. Some of the most important characteristics of a Catholic School are listed below

- *The Catholic School is a **faith community**. It is a place where God is named and recognised and where gospel values are reflected.*
- *It is focused towards **evangelisation**. By the example of community members, students see how faith and contemporary life can be integrated.*
- *It is oriented towards **total development** of the individual – spiritual, moral, social, emotional and intellectual.*
- *It enhances the **dignity of each person**.*
- *It has a **special orientation towards the marginalised**.*
- *It values **openness** and **seeks truth**.*
- *It is characterised by **hopefulness**.*

To achieve the best educational outcomes for a child, positive and close partnerships must be formed between school and home. We recognise that parents are the first educators and it is our role to support and enhance this education. We are very proud of our students and it is our hope that whatever they do in life, they will be able to recall the values we hold true here at St Patrick's, to help them along life's journey.

The school is committed to meeting the challenges of education by providing students with opportunities to develop skills necessary in their life-long journey of learning.

The school offers a professional and dedicated staff who endeavour to deliver a curriculum that is both exciting and innovative. Staff of the school include:

TEACHING STAFF

Principal
APRE: Assistant to the Principal Religious Education
Curriculum Middle Teacher / Teaching Learning
Classroom Teachers
Learning Support Teachers
Teacher Librarian

SPECIALIST TEACHERS

Music
Health & Physical Education
Drama
Dance

SCHOOL OFFICERS

Secretaries
Teacher Aides
Library Aides
Prep Aides
Health and Safety Coordinators

SUPPORT STAFF

Groundsman
Tuckshop Convenor
Cleaners

We look forward to journeying with you as your child continues to grow in spiritual, academic, physical, social and emotional well-being.

Peace and Best Wishes,

Mr Brendan Redinger
Principal

Our Mission Statement and Motto



St Patrick's Vision and Mission Statement

The most important documents in our school are our Vision and Mission Statement. It outlines the vision we have for our school and sets the direction for all initiatives taken. It is therefore very important that we are all familiar with the statement. It is something which remains alive and active within the school.

Our mission statement highlights the community aspect in our school.

Our Vision...

With knowledge we grow,
With courage we flourish,
With faith we succeed.

Our Mission...

In the spirit of Mary MacKillop, our school's foundation is built on the premise of a lifelong education accessible to everyone.

St Patrick's School fosters a welcoming community, based on faith, trust and mutual respect. As educators we are committed to our students, staff, families and the wider community.

Through unity and strength we encourage students to unlock their full potential by developing curiosity and a thirst for knowledge and achievement.

School Prayer

God our Father,

We ask you to bless our St Patrick's School community.

May Mary MacKillop help us to follow Jesus in our everyday lives so that we may,

"Never see a need without doing something about it."

Mary MacKillop pray for us.

Motto & Crest

St Patrick's School motto is '**Unity is Strength**'. This is a reminder that as a united family we stand together with strength. The values which underpin our mission statement are reinforced in our Motto, emphasising the close cooperation between school and home. Let us endeavour to enrich and consolidate the cooperation that already exists between school and home.



St Patrick's School crest is a shield that identifies us as St Patrick's School. Accompanying this is a sash stating that we are in St George. Above the sash is a Pascal Cross that is a symbol for Jesus Christ. This symbolises our Christian heritage and the Christ-like values that we live and teach. Beneath the sash is the Southern Cross. This is a representation of Mary MacKillop of the Southern Cross. Mary is the founder of the Sisters of St Joseph who founded St Patrick's School in 1933.



ENROLMENT POLICY

Rationale

Every child is unique and deserves the right to be considered for enrolment.

St Patrick's Primary School is a community of faith and life in which the development of the whole person is the focus. As a Catholic school, St Patrick's works in partnership with parents, guardians, caregivers, the parish and the wider community. It provides an education grounded in Catholic identity and the Josephite tradition and is sound in academic teaching and learning. This enrolment policy flows from the school's mission statement.

Values

St Patrick's Catholic School's enrolment policy gives expression to the following values which are inherent in the creation of a school community of faith, respect, acceptance, inclusivity and diversity (incl. "option for the poor"), and nurturing of Catholic faith and personal spirituality.

Policy Intent

Enrolment at St Patrick's is granted taking into consideration:

- Human and physical resources.
- The understanding that parents, carers and students appreciate and support the Catholic ethos of the school.

Understandings

- Prior to accepting enrolment, parents are to agree to the philosophy and ethos of the school as expressed in the school's Mission Statement.
- Parents are expected to encourage their child to be prayerful, respect others and follow school rules.
- Parents accept all policies and procedures operating in the school, noting and understanding the formal requirements and consequences. School policies can be found on the school website or are available on request.
- Students are expected to participate actively in all aspects of the religious life of the school including the Religious Education and Liturgical programs.
- Parent involvement in the life of the school is strongly encouraged.
- School fees are required for the ongoing provision of appropriate levels of resources. Payment of school fees is a condition of continued enrolment. If payment of school fees is not met, parents are expected to discuss possible options with the Principal and/or Parish Priest.
- Students are expected to be presented appropriately, as per the uniform policy.
- Students with special needs may have opportunities to attend St Patrick's School. Consideration is given based on availability of appropriate resources and the Special Needs enrolment process required by the Toowoomba Catholic Schools.
- The Principal retains the right to give discretionary consideration to enrolment applications.



Our School and its History

St Patrick's is located in the town of St George which has a population of around 3000. St George is a rural town that is situated on the Balonne River. The farming industries that support the local area range from cotton farms to sheep and cattle properties. The town also has a strong agricultural background with numerous grapes and onions being produced in the area. The school was founded by the sisters of St Joseph and officially blessed and opened on 19th February 1933. Originally named St Joseph's Convent, the last of the nuns finished in 1988 with the first lay principal being Paul Burnett.

Mary MacKillop Charism

As a school within the Josephite tradition, St Patrick's holds true to the Mary MacKillop charism articulated as 'never see a need without doing something about it.' The fruits of this charism are evident through the day to day relationships between students and staff and find particular expression through the following:

- A stain glass window depicting Mary MacKillop with the children has been incorporated into the wall of the new Resource Centre.
- At Christmas the whole school community donate food items for hampers to be delivered to the needy in our Community by St Vincent De Paul.
- In 2017 a school prayer was developed to continue the charism of the Josephite tradition

Liturgical life

The Parish Priest for the Catholic Church in St George is Father Salvador Fernandes. Fr. Salvador travels to the smaller communities surrounding St George. On occasions when Fr. Salvador is unable to celebrate mass a lay-led liturgy is celebrated. School Eucharist celebrations are conducted throughout the year depending on the availability of The Priest. On such occasions when the priest is unavailable, the school celebrates a Liturgy of the Word. The liturgical life of St Patrick's is ritualized in many diverse ways:

- Class Prayer
- Class Liturgies
- Whole School Liturgies
- School Assemblies
- Staff Prayer

Celebrating our faith is an important component of school life. Our students experience class and school celebrations in a variety of ways and settings. Children's Mass is celebrated in the Parish on every second Sunday. Parents, friends and members of the Parish are always invited and welcome to attend these special occasions:

- school masses are celebrated regularly each term
- class prayer is a regular feature of each classroom
- liturgies are prepared and led by individual classes throughout each term
- Family Sunday Mass are celebrated on the fourth Sunday of each month

Sacramental Programs

In Catholic schools, children are gradually taught a deeper understanding of the sacraments through our Religious Education program. However, the preparation of students and families to celebrate these sacraments occurs within the Parish community. Programs to prepare children are family based with support from the parish sacramental team.



The educational mission of the Church is the responsibility of the entire Catholic community. This means that, more than ever before, parents should be involved in making decisions about the direction the school should take and the values and the principles by which it is run.

School and College Boards in the Diocese of Toowoomba are constituted to enable these collaborative practices to be employed:

- the ongoing development of the Catholic ethos of the school, which means promoting the school as a centre of evangelisation (in partnership, where appropriate, with the Parish or other Church agencies) in fidelity to the teachings of the Church, diocesan authority, and the special spirituality that animates the school community;
- being consulted in relation to the appointment of a principal by the founding authority; supporting staff, especially the principal, who will have the day to day responsibility for maintaining and promoting the Catholic ethos of the school;
- exercising general oversight of the curriculum, but in accordance with any relevant requirements of Government and Catholic education authorities, and without trespassing upon areas of professional educational judgment;
- overseeing the prudent financial management of the school, particularly with a view to ensuring access to quality education for future generations, and including planning for the provision of future facilities;
- seeking to ensure that the school fulfils its potential as an option for the disadvantaged, including the poor;
- providing advice to the principal on any matters referred to it by the principal;
- developing policies on matters referred to it by the principal or by responsible Catholic education authorities; and
- facilitating the induction and preparation of board members, including ensuring that members understand the scope and extent of their role.

Members of the school board do not represent the groups from which they are drawn nor are they involved in issues relating to the day to day running of the school. This is the Principal's role and all such queries should be directed to him/her. Board members are individuals with a special responsibility as part of a team to develop and maintain overall character and directions of the School through policy making.

The School Board meets on the first Monday of the month at 5.15 pm in the school library.



St Patrick's Parents and Friends Association is an integral part of the school life. The association exists to allow parents and other friends of the school to become closely involved with the School.

The Parents and Friends Association provides a valuable service to the school and is an excellent way for you to be involved in St Patrick's community. Members of the school community are encouraged to add items to the agenda for each meeting. This can be done by contacting any member of the P & F executive or by leaving the details at the office.

The P & F meets on the first Thursday of each month at 5:15 pm in the school library.

Parent Involvement in Our School



Parents are encouraged to actively participate in the education of their children. This involvement can take on a range of forms such as reading a bed time story to your child, assisting with in class activities or attending Parents and Friends meetings. Participation of this nature is encouraged not only for the direct benefit to you of being aware of what your child is doing, but especially for the benefit of your child whose self-esteem increases greatly when it is seen that Mum / Dad is supporting them in their learning and there to help if needed.

- **Classroom Volunteers**

Most classes make an appeal at the beginning of the year for parents who may be able to spend a small amount of time during the week assisting with all manner of classroom activities from changing reading books to supervising art groups. Please take up this opportunity if you are able to. There are also ways of assisting at home. Please contact your child's teacher if you are able to help in any way. Very few offers of help are knocked back.

- **Sporting Events**

Parents are invited to participate with the students in sporting events. The school holds Swimming and Athletic carnivals annually and often additional helpers are required. The need for these is advertised in the school newsletter.

- **Working Bees / fundraising events / tuckshop**

The efforts of parent planning and labour are evident in the school surroundings. The Parents and Friends Association hold working bees throughout the year which are advertised in the school newsletter. Labourers, male and female, young and old, skilled and unskilled are needed as is help with preparing morning tea for the willing workers.



Based on the belief in the dignity of people, the concept of pastoral care has been one of the underlying concepts of Australian Catholic Schools since their inception. Catholic Schools began so many years ago to provide education to children of families who could not afford the fees associated with an education in the public sector.

At St Patrick's pastoral care is characterised by:

- concern for the development of each individual to their full potential – spiritually, intellectually, creatively, emotionally and physically
- the responsibility of all in the school, with members contributing in ways appropriate to their roles and responsibilities
- acknowledging and responding to the needs of all students and their families
- harmony with clear, consistent and just disciplinary practices.

Pastoral Care permeates the total climate of relationships within the school community and is expressed through:

- the development of quality relationships
- the provision of satisfying learning experiences
- the establishment of an effective care network

Pastoral Groups are in place at St Patrick's School. Classes in the same area of the school meet once per term for an afternoon of activities designed to promote personal development. It provides an excellent time for interaction with a different group, with a different teacher and in a different setting.

Complaints Management Procedure



Purpose

Schooling of children in the St Patrick's community is a partnership between the school, parents/carers and guardians, students and the community.

As with all partnerships, from time to time there will be misunderstandings and differences leading to various levels of concern.

This procedure describes how parents/carers and guardians, students, and community members can make a complaint and how this complaint will be managed, guided by the principles of fairness, dignity, respect, confidentiality and equity.

To whom it applies

All parents/carers and guardians, community members and students of St Patrick's are to follow this procedure. All employees of St Patrick's are to manage complaints in accordance with this procedure.

Please note: This procedure is not to be used to deal with situations where allegations of abuse or sexual misconduct are made against employees. In these instances, the Student Protection processes and guidelines are to be applied.

This procedure is not to be used by employees to make a complaint. In these instances, one of the following procedures may be applied

- a. Employee grievance resolution procedure
- b. Workplace bullying and harassment procedure
- c. Anti-discrimination, equal employment and addressing sexual harassment procedure.

Related legislation

Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)

Procedure

Guiding principles

1. All people involved have a right to be heard, agree to act courteously, politely, honestly and expect that relationships will continue respectfully both during and after the management of the complaint.
2. All parties are to respect others' dignity, views, beliefs and circumstances.
3. Confidentiality is a key element of complaints management.

Students

Making a complaint

1. If the student feels comfortable to do so, they can raise their complaint with the person directly.
2. If this is not the case, the student can raise their complaint with a member of staff they feel they can talk to about the issue by
 - a. talking to them directly or
 - b. sending an email or
 - c. making an appointment to speak with them.

Resolving a complaint

3. When a member of staff receives a complaint from a student they will make sure that
 - a. it is dealt with as quickly as possible
 - b. only people who need to know are involved
 - c. it is treated seriously
 - d. the student's voice is heard
 - e. the student is told what is happening
 - f. the student knows when all of the steps in managing the complaint have been completed.

Please note: If the complaint is about the inappropriate behaviour of a staff member or volunteer towards a student, then the TCS Student Protection processes and guidelines are to be followed.

Parents/carers, guardians and community members

Making a complaint

1. In the first instance, communication/notification of a complaint is to be with the relevant member of staff by one of the following
 - a. phone
 - b. email or
 - c. in written form.

Please note: Communication with teaching staff must be in accordance with the school's communication procedures e.g. teaching staff are not able to answer phone calls during class time.

Please note: If the complaint is about the inappropriate behaviour of a staff member or volunteer towards a student, then the TCS Student Protection processes and guidelines are to be followed.

Resolving a complaint

2. Upon receipt of the communication/notification of a complaint, the staff member is to acknowledge receipt of the notification and notify their principal/manager/supervisor that a complaint has been made.
3. The staff member and their principal/manager/supervisor are to work together to determine the best way to address the complaint.

4. All relevant information gathering, and investigation or inquiry is to be completed prior to an outcome being determined.
5. All complaints will be addressed in a timely manner.
6. If the mechanism for resolution of a complaint is agreed to be by meeting
 - a. such meetings will be held within school grounds at a time mutually convenient to the parties
 - b. the facts and context of the complaint are to be clearly stated at the beginning of the meeting
 - c. each party to a complaint is to use their best endeavours to reach a mutually agreeable outcome
 - d. the outcome is to be recorded and kept in the school's files, and provided to the people at this meeting on request
 - e. should a complaint not be resolved at a first meeting, the parties are able to enter into further agreed communication (i.e. further meeting) in an attempt to resolve the complaint
 - f. the principal or other relevant personnel may be invited to attend the follow up meeting
7. All complaints are to be resolved with a mutually agreeable outcome, recorded and kept in the school's files.
8. If a complaint remains unresolved the matter can be addressed under the Toowoomba Catholic Schools Complaints management procedure.

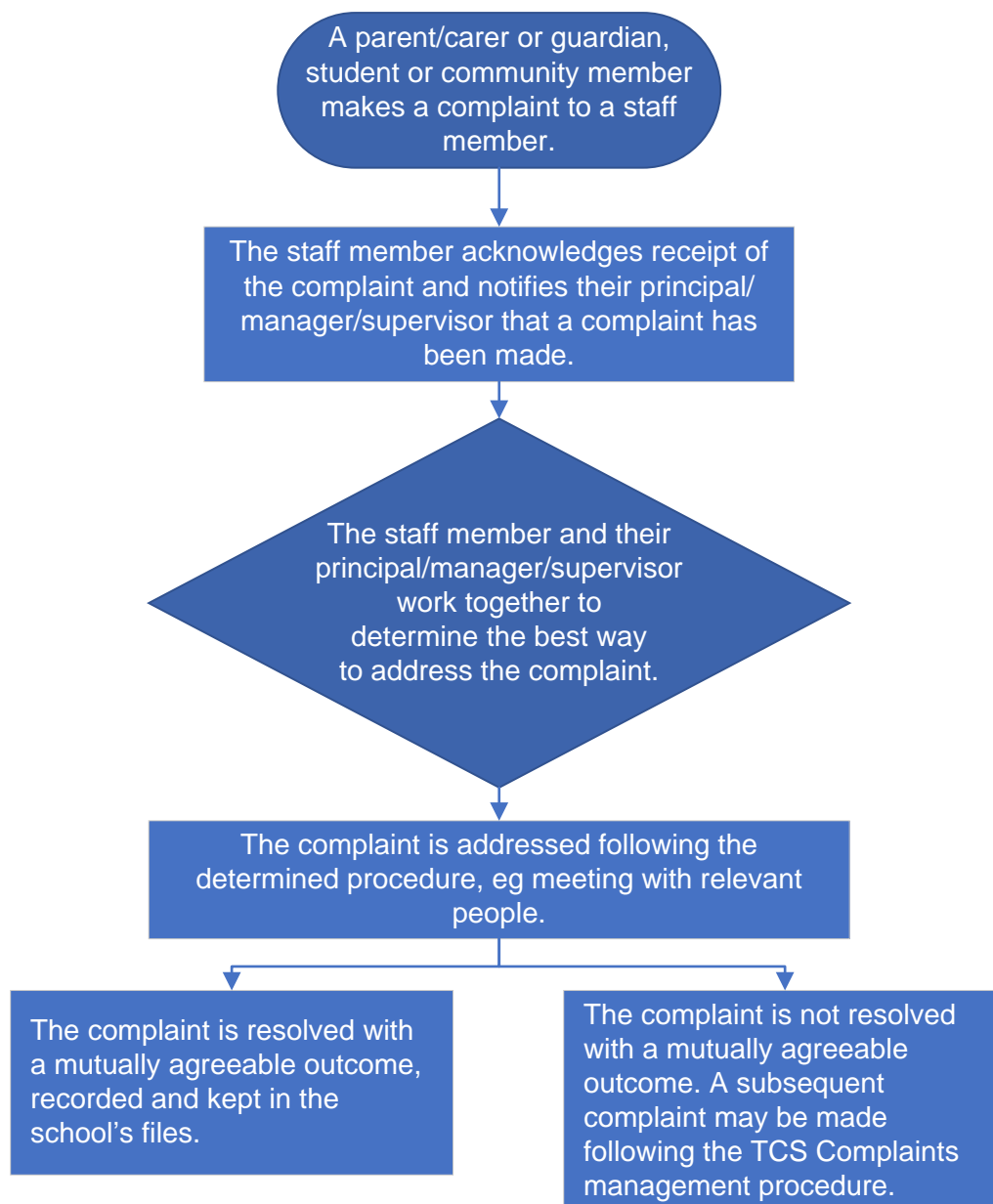
Parents Concerns and Complaints Procedure

A parent / guardian can raise concerns or complaints about any aspect of the school's operations.



ABOUT WHAT/ISSUE	WHO TO CONTACT	HOW
Classroom activities, class curriculum, Friendship issues	Your child's Class Teacher	Telephone, email Arrange an appointment
Complex student issues, Student Welfare, School Curriculum, Staff Members	Principal – Brendan Redinger	In writing by hand, email or mail.
School Policy, School Management		Telephone to arrange an Appointment
School Fees and payments General enquiries		In person.
Principal		Telephone, email Arrange an appointment

Complaints management procedure flowchart





The key to all good relationships between people is good two-way communication. We try to facilitate good communication in the following ways:

From School

- A fortnightly newsletter outlining upcoming events and giving general information and news via the app and email
- Special notes giving details of special events
- Skoolbag app is available to download – this has notes, upcoming reminders and notices
- Term calendars are distributed at the end of each term
- Formal parent/teacher interviews during each semester
- Written reports at the end of each semester
- Parent information sessions at the beginning of each year and when the need arises during the year to keep parents informed of curriculum changes and the like.

From Parents

- Summaries of P & F meetings are distributed each month
- Interviews with teachers and the Principal can be arranged by note or by contacting the office. Please note that class related issues must first be discussed with the class teacher. If this does not result in a satisfactory resolution, the matter can then be referred to the Principal.
- Topics can be raised for discussion through the P & F. Items can be noted for inclusion on the agenda for meetings by contacting the school office.

To the Wider Community

- Our school newsletter is circulated throughout the Parish and the Diocese
- Important events are publicised in the *Balonne Beacon*
- We depend on you to share our good news about our school with your families and friends.



Parade and Assembly

A Parade is conducted each Monday morning. Activities are led by one of the classes each week. At this parade, the achievements of students in activities outside school are celebrated. Assembly is held on Friday afternoon at 2:20pm. During Assembly the efforts of class members from each class are recognised, birthdays are celebrated, BAIT, Lindores' Legend, and Student Banking Awards are presented. Parents and family members are encouraged to attend these activities. The Assembly roster is published in the term calendar, which can be found in the eNewsletter and on our website.

Hours – school

Children are expected to be at school by 8:25am. This is when the first bell is rung. Parents are informed that the School cannot accept responsibility for providing supervision before 8:10am. If a child needs to be at school prior to that time, arrangements must be made with the principal. School hours are 8:30am to 3:00pm. 1st Break is from 10:45am until 11:30am (*playtime 11:00 – 11:30am*) and 2nd Break is taken from 1:30pm until 2:00pm each day.

Hours – office

The office is staffed by a First Aide Officer, Finance and Administration Secretary from 8:00am until 3:00pm, five days a week, and an OHS and Student Banking and Newsletter Co-ordinator from Wednesday – Fridays of each week, during school terms.

Newsletter

Our school eNews, *St Patrick's Promise*, is distributed fortnightly on *Fridays*, in digital format, via an email notification. The *Promise* can also be downloaded and printed from our Website www.spsstgeorge.schoolzineplus.com A great deal of effort is put into making the newsletter, not only informative but also educational and perhaps even a little uplifting. It is hoped that it is read by all families, as it is the major conduit of information.

Tuckshop

The tuckshop is open on Monday and Friday and provides a range of meals and drinks for 1st and 2nd Break. Make sure you register online with Flexischools for ALL your Food & Uniform ORDERS! Should you have any questions, please contact school office 4625 3058 or drop into the tuckshop on Monday or Fridays.

<https://www.flexischools.com.au/>

Models of Leadership

Leadership is a shared responsibility among all members of our school community. The Year Six students provide quality modelled leadership at all times during their final year at St Patrick's School.

Enrolment Process

- Completion of "St Patrick's Application for Enrolment"
- Submission of Proof of Age (Birth/Baptism Certificate)
- Interview with the Principal (or Assistant Principal/Religious Education in absence of Principal)
- Special needs conference (if applicable)
- Notification of successful / unsuccessful application
- Completion of "St Patrick's Enrolment Contract"

School Lunches

Parents are encouraged to provide their children with nutritious school lunches, including foods such as sandwiches and fruit. It is recommended that chips, lollies and foods with high levels of preservatives not be included in school lunches.



The process of behaviour management at St Patrick's has a clear focus on self-management – the ability of an individual to monitor and direct his /her own behaviour. We direct a lot of energy to the development of self-discipline in our students and this is evidenced by the behaviour of our students. We set high standards within our school and work actively to ensure that these expectations are met. Much of our success can be attributed to the fact that the students in our school come from families where respect is valued - we reinforce this value. The behavioural aims for our students are as follows:

Prep to Year Three

- We care for ourselves and others and show kindness to everyone around us
- We use our good manners all the time
- We listen, learn and have fun with our teachers and classmates
- We take care of our school environment and the things we use

Years Four to Six

- We treat all people with respect, consideration and courtesy in the way we act
- We respond promptly and pleasantly to requests and directions
- We maintain pride in ourselves by wearing our uniforms correctly and taking care of our learning and play environments
- We use the school resources and equipment carefully and responsibly

*The school **Behaviour Management Policy & Procedures** is available for your perusal at any time and can also be found on the school Website.*

Frameworks which are supported by current research recommend the use of an acronym to focus awareness. We expect all members of our school community to take the BAIT and be fishers of men in our approach to behaviour education and management.

- B** Be Safe
- A** Aim High
- I** In Control
- T** Think of Others



Funding of St Patrick's School



Funds for our school are derived from three main sources:

Governments

Funding from both State and Federal Governments is paid directly to our Diocesan Catholic Education Office. This office then distributes funds to schools. Teacher salaries and financial support for the special needs of students is paid to us through the office.

Parent Contributions

Parent contributions through school fees and levies assist in the provision of staff, resources and materials.

- **School fees** are regulated and adjusted annually. The Diocesan Fee Collection Procedure outlines the steps taken in collecting school fees in this Diocese and therefore at St Patrick's. It is the responsibility of each family to see that fees are paid weekly, monthly, quarterly or through a direct debit arrangement. Accounts for fees and levies are issued quarterly.

Please see the school fee schedule on our website for specific costings

As a Catholic school we are dedicated to providing a Catholic education to every child regardless of the financial situation of the family. Families are encouraged to discuss any difficulties in meeting their school financial commitments as soon as possible so that alternative arrangements can be put in place.

Curriculum Overview



With its focus on Jesus Christ, the curriculum represents the total planned learning experience provided by the staff to guide the learning of students. The curriculum is based on the academic goal of St Patrick's which is to provide a comprehensive educational program based on planned learning experiences that strive for academic excellence. The learning experiences and programs provide for differences in learning abilities and guide individuals to their own level of achievement by setting challenging yet achievable goals. The Catholic ethos of our school is not a separate concept but rather one that is reflected in all learning programs and experiences.

Each key learning area can contribute to the development of lifelong learning in many different ways for example one would expect to see a greater emphasis on developing a creative person in The Arts. However each of the other key learning areas can contribute in some way. Together the key learning areas provide an holistic learning experience for students.

Effective Catholic schools provide a curriculum which has a specific Catholic quality. There is a priority for Religious Education both at the formal level in communicating the Catholic story, and at the informal level by the infusion of the whole curriculum with the values of the Gospel.

Learning Support

Our Learning Support Teacher is available to provide direct and indirect support to students, teachers and parents. The Learning Support teacher offers direct support in the form of appropriate assessment, planning, implementation, evaluation and recording of programs for students either individually, in small groups, on a withdrawal basis or class settings. Indirect support is offered through consultancy to school personnel, parents and other agencies. The LST also liaises with relevant specialists at periods of transition in students' education.

Children are referred to the Learning Support Teacher by the classroom teacher, Student Support Meetings or the Principal. Parents who are concerned about their child's progress should first consult with the classroom teacher. It is important that parents provide copies of educational and or medical assessments so the school may further meet the needs of their child.

Prep Year

The Prep year should be a happy learning experience for your child. At St Patrick's we strive to be a community where staff, students, parents and the clergy show love and respect for God and for each other. We hope that our Christian atmosphere will support a balanced educational programme that will enable your child to develop the ability, skills and attitudes that lay the foundation for lifelong learning.

Factors that enhance success at school include:

- Independence
- Social and personal learning
- Health and physical learning
- Language learning and communication
- Early mathematical understandings
- Active learning processes
- Imagination and creativity
- A positive approach to learning

Socially, your child will have many opportunities to interact in a wide range of activities. We will provide access to a wide range of learning opportunities that develop their physical skills, as well as stimulate intellectual and creative imagination.

Assessment/Reporting

Parent/teacher interviews are conducted during Term 1 and Term 3. Parents are strongly encouraged to take this opportunity to meet and discuss their child's schooling. Written reports are issued at the end of term 2 and Term 4.

Teacher Interviews

If, at any other time, you wish to discuss your child's progress, please seek an interview with the class teacher at a mutually agreeable time.

A meeting can be arranged by:

1. The parent/guardian requesting a meeting through the child's diary/email/note.
2. The parent/guardian telephoning the School Office seeking contact with the class teacher.
3. Contacting the School Officer for a meeting with the Principal. It is highly recommended that steps 1 or 2 have occurred prior to a request to meet with the Principal.

Camp and Excursions

Children in Year 6 participate in an 8 day Canberra Camp.

Students from all Year levels have the opportunity to participate in excursions which may be to local or regional localities. These excursions are closely related to the unit of work being studied at school and are chosen having regard for the needs of the children, the education value, appropriateness of the venue and the cost involved.

As these activities are related to the curriculum, it is hoped that all children will participate. Costs are kept to a minimum and no child is permitted to attend without written permission from parents/guardians.

Sport

All students are encouraged to participate actively in sporting activities organised by the school. A two house system operates – **Green** and **Gold**. Students are allocated a house on enrolment. A swimming carnival is conducted in Term 4 and the annual athletics carnival is held in Term 2 or 3. These dates can change due to arrangements for State and National championships. Our students join with students from the local state schools and regional Catholic schools in various sports activities allowing for representation in Balonne, South West and State representative teams. **Health & physical education** has a focus on the development of knowledge, skills, processes and attitudes necessary to facilitate informed decision making related to promoting the health of individuals and communities, developing concepts and skills for physical activity, and enhancing personal development.

Library

St Patrick's has a well-resourced and used library. Students are actively encouraged to use the resources available in the library collection. Resources should be treated with care and returned to school by the due return date. Resources may be borrowed for a two week period. It is necessary for students to have a library bag to ensure resources are kept clean and dry. Reference materials which cannot be borrowed can be used quite freely at school during class times and also during lunch breaks. The library is staffed by the Teacher Librarian and Library Aide who currently opens the library on Monday to Thursday each week and on Tuesday and Wednesday lunchtimes. Classroom teachers schedule regular visits to the library during this and at any other times during the week.

Technology

Education provides opportunities for students to develop innovative and practical solutions that meet needs, utilize opportunities and extend human capabilities. It engages students in a range of real-life and life-like contexts, where they apply their knowledge and understanding of materials, information, systems and technology processes to develop products and processes that meet identifiable human needs. Students develop the understanding and ability to apply technological processes to work confidently across a range of current and future technological fields.

Specialist Personnel

St Patrick's School has a number of specialist personnel from the Toowoomba Catholic Schools Office to assist in the needs of the students and to support their teachers. These include:

- School Counsellor
- IT personnel
- Occupational Therapist
- Speech Pathologist
- HSE Officer
- Education Officer
- Curriculum Officers

Extra-Curricular Activities

We endeavour to offer our students opportunities and experiences in as many areas as possible. These may include:

- Visits to Aged Care Facilities
- Meals on Wheels
- Poetry/story writing and public speaking competitions
- Book Week activities
- ICAS competitions
- Excursions
- St George Show
- Parish Fete



Accident reporting

St Patrick's School has a statutory obligation to record all work related injuries, illnesses and dangerous events that may take place. These forms are kept on file in the school office.

Attendance

It is a legal requirement for all children to attend school in the year they turn six. Regular attendance is obligatory and assists in student progress. Any absence should be advised by telephone as soon as possible and any prolonged absence should also be notified. Students are not permitted to leave the school grounds during the school day unless the school office has been advised and a parent or guardian is picking them up. Students should be collected from the school office.

Bus services

St Patrick's is serviced by a number of different bus routes. Please contact the school for further information regarding these routes.

Change of address / contact details

It is vitally important that any change of contact details be made known to the school as soon as possible. Parents may need to be contacted through the day so it is extremely important that we have up to date information on our records.

Exclusion for infectious diseases

Listed below are the health Department regulations relating to school absence following the onset of an infectious disease.

First aid

In the event of accidents occurring at school, the injury is at first assessed and treated by the first aid officer. Parents will be immediately notified of injuries to the head, teeth, eyes etc. In the event of a serious injury, the ambulance will be notified and parents advised as soon as possible. It is therefore extremely important for parent records to be as accurate as possible at all times. A number of staff are qualified in senior first aid, as per statutory regulations.

Jewellery

NO precious jewellery should be worn to school. Girls may wear one pair of earrings – plain studs or sleepers. Religious medallions, signet rings, watches and jewellery for medical identification can be worn.

Lost and found items

All articles which are unnamed and cannot be returned to owners are placed in an area near the school office. Please feel free to check this at any time. At the end of each term, any items that are unclaimed are given to St Vincent de Paul.

Medications

From time to time it may be necessary for students to take prescribed medications during school hours. This is the only medication that can be administered at school. Should administration of medication be necessary, a Medication Form, available from the office or on our website, needs to be completed. All medications are administered and recorded at the office. Students with Asthma who take personal responsibility for their medication at home, are encouraged to continue this practice at school. Action Plans for students with Asthma, Anaphylaxis, Cystic Fibrosis, Epilepsy, Diabetes and other more serious medical needs must be presented to the school office.

Money matters – cash collection

All money apart from school fees is collected through the classroom and delivered to the office each day. School fees should be paid directly to the office. Please ensure that money is secure in an envelope which has been clearly marked with your name and the reason for the money.

No smoking policy

In line with St Patrick's School Policy and Diocesan Policies, smoking is not permitted within any of the grounds or buildings of the school at any time. Please comply with these policies.

Photographs

School photographs of each class, families and individuals are taken annually. The cost of these photographs is outlined in the materials supplied to each family by the photographic company.

Car parking

When dropping off or collecting your child there are two areas where cars are permitted to be parked.

1. In Alfred St, adjacent to the back oval. Parking in the bus zone outside the brick building endangers the lives of children and is strictly disallowed.
2. In Balonne St, in the marked ANGLE parking only, area.



The areas directly outside the school office and library resource centre are NOT parking areas. To use these areas, you are asked to stop your car, drop off or collect your children, within 2 minutes, then move on. **Across the road, directly opposite the office**, same rule applies except the time frame for drop off and pick up is **15 minutes**. If your children aren't ready to be collected, you are asked to drive off, circle the block and return. **DO NOT** sit and wait or park and leave your car. This can endanger the safety of children who then need to walk between cars to get to other parents wanting to collect or drop off their children.

School crossing

Parents are reminded that if children have to cross Balonne or Alfred Streets they should use the supervised crossing provided for their safety.

Bicycles and scooters

Bicycles and scooters can be efficient modes of transport. Your child should wear appropriate protective equipment when riding and be adequately prepared for riding in traffic. Parents would be aware that children under the age of 10 years, generally have not developed the necessary awareness and skills needed to ensure their safety. Students must wheel their bicycles and scooters along the footpaths adjacent to the school and within the school grounds

Sun safety

We are all aware of the harmful effects of extended sun exposure to the skin and eyes. St Patrick's is a registered "Sun Smart School" where students must wear a broad brimmed hat to play. If your child does not have a hat for any reason, they will be required to remain seated for the duration of the play period. Borrowing the hat of another child is not permitted as students need to learn to be responsible for their own possessions. Sunscreen is available for use by all students when necessary.

Treasures from home

Children are discouraged from bringing valuable items from home to share with friends. This practice eliminates losses, breakages and broken hearts. If the item is being used for classroom sharing or display it must remain in the classroom at all times. In general, we would ask that all valuables be left at home.

Time out

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children.

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the *Public Health Act 2005*.

Condition	Exclusion of case (person with infection)	Exclusion of contacts' (person exposed to the case with the infection)
Chickenpox (varicella)	Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.
Cold sores (herpes simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.	Not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded.
Cytomegalovirus (CMV)	Exclusion not necessary.	Not excluded.
Diarrhoea ¹ and/or vomiting (including: • amebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • shigella • viral gastroenteritis norovirus shigella (see separate section))	Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.	Not excluded.
Diphtheria	Exclude according to public health unit requirements.	Exclude according to public health unit requirements.
Enterovirus-71 (EV71) Neurological disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.	Not excluded.
Glandular fever (Epstein Barr virus (EBV), mononucleosis)	Exclusion not necessary.	Not excluded.
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until the person has received appropriate antibiotic treatment ² for at least four days.	Not excluded. Contact a public health unit for specialist advice.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head lice	Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	Not excluded.
Hepatitis A ¹	Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Human immunodeficiency virus (HIV/AIDS)	Exclusion not necessary.	Not excluded.
Influenza and influenza-like illness	Exclude until well.	Not excluded.
Measles ²	Exclude for four days after the onset of the rash.	Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring in the facility. Immunosuppressed children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility.

Time out

Condition	Exclusion of case (person with infection)	Exclusion of contacts ¹ (person exposed to the case with the infection)
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics ⁴ .	Not excluded.
Meningitis (viral)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until appropriate treatment has been completed.	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days after onset of swelling.	Not excluded.
Norovirus	Exclude until they have not had any diarrhoea or vomiting for 48 hours.	Not excluded.
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary.	Not excluded (pregnant women should consult their medical practitioner).
Pertussis ⁵ (whooping cough)	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.	Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.
Poliomyelitis ¹	Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious ⁶ .	Not excluded unless considered necessary by public health unit.
Ringworm, tinea, scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Roseola	Exclusion not necessary.	Not excluded.
Rubella (German measles) ¹	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).
School sores (Impetigo)	Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.	Not excluded.
Shigellosis	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.	Not excluded.
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment ⁴ for at least 24 hours.	Not excluded.
Thrush (candidiasis)	Exclusion not necessary.	Not excluded.
Tuberculosis (TB) ¹	Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.	Not excluded.
Typhoid ¹ , paratyphoid	Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.	Not excluded unless considered necessary by public health unit.
Whooping cough – see pertussis		
Worms	Exclude if loose bowel motions present.	Not excluded.

Footnotes

- The definition of 'contact' will vary between diseases and is sometimes complex. If concerned, contact your local public health unit.
- Diarrhoea: the definition is two or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
- Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
- Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit.
- Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be not infectious.

- For additional information please refer to the National Health and Medical Research Council publication 5th Edition - *Staying Healthy - Preventing infectious diseases in early childhood and educational care services* http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf
- or the Queensland Department of Health website at <http://www.health.qld.gov.au/cdcg/index/default.asp> for fact sheets about various communicable diseases.
- For an electronic copy of this poster http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

For further information
contact your nearest
public health unit at
<http://www.health.qld.gov.au/cdcg/contacts.asp>

Great state. Great opportunity.





Rationale

The dress code of St Patrick's School requires a high standard of personal grooming together with an expectation that the full and correct uniform is worn at appropriate times. This is necessary for St Patrick's School to conform to the Workplace Health and Safety guidelines set out for all workplaces in the state.

Values

Equality Self-Worth Pride

Based upon school and personal pride, this procedure witnesses justice, equality and a sense of self respect within the community and commitment to the school.

Statement

It is a shared responsibility of all school community members to ensure that students wear the correct uniform as required and in a manner that reflects the value and image of St Patrick's School. The school will also ensure that the uniform components meet Sun Safe Standards.

Considerations

1. All parents will be informed of the school's Uniform procedure on enrolment.
2. There will be adequate consultation with parents, students and staff before any major uniform change is undertaken.
3. The phase in period will be three (3) years for any change in uniform.



UNIFORM	GIRLS	BOYS
Formal	Blue/White check dress Short White socks *NO anklet socks Navy Tights *weather permitting Royal Blue bucket hat *flip Green OR Gold Black leather shoes or Black leather joggers. No canvas shoes	Grey shorts *NOT cargo style Mid Blue school shirt Short Grey socks *NO anklet socks Royal Blue bucket hat *flip Green OR Gold Black leather shoes *NOT boots or Black leather joggers. No canvas shoes
Summer (1 st and 4 th Term)	Blue/White check dress Short White socks *NO anklet socks Royal Blue bucket hat *flip Green OR Gold Black leather shoes or Black leather joggers. Swimming: One-piece swim togs & swim shirt	Grey shorts *NOT cargo style Mid Blue school shirt Short Grey socks *NO anklet socks Royal Blue bucket hat *flip Green OR Gold Black leather shoes *NOT boots or Black leather joggers. Swimming: Swim shorts & swim shirt
Winter (2 nd and 3 rd Term)	Royal Blue skirt Blue/White check peplum shirt Blue/White check dress Fleecy V-necked Royal Blue jumper or windbreaker White short socks *NO anklet socks OR Navy Blue tights Black leather shoes or Black leather joggers Royal Blue bucket hat *flip Green OR Gold	Grey shorts OR Grey trousers. *Not cargo style Mid Blue school shirt, long sleeved or short sleeved Fleecy V-necked Royal Blue jumper or windbreaker Short Grey socks *NO anklet socks Black leather shoes *NOT boots or Black leather joggers Royal Blue bucket hat *flip Green OR Gold
Sport (to be worn on your child's sport's day)	Royal Blue skirt or Royal Blue shorts *NO coloured stripes or logos Sport shirt – school name on collar Short White socks *anklet socks ARE permissible Royal Blue bucket hat *flip Green OR Gold Royal Blue runners/sports briefs Joggers in white or predominately white in colour (see below for examples NO coloured laces Tracksuit (winter): Royal Blue and/or windbreaker	Royal Blue shorts *NO coloured stripes or logos Sport shirt – school name on collar Short White socks *anklet socks ARE permissible Royal Blue bucket hat *flip Green OR Gold Joggers in white or predominately white in colour (see below for examples NO coloured laces Tracksuit (winter): Royal Blue and/or windbreaker
Prep	Students have the option of wearing their sports uniform everyday	Students have the option of wearing their sports uniform everyday



Hair

All student's hair should be kept neat and tidy throughout the year. All of the student's hair needs to be kept out of eyes and off collars. All hair longer than collar length needs to be tied back for example, in a pony tail, bun or plaited (not ½ up). Hair must not be coloured. Student's hair must not be shaved shorter than number 2. No tracks or designs are allowed. School ribbons must be school colours (royal/navy blue or blue and white) but are not compulsory.

Jewellery

No precious jewellery should be worn to school. Students may wear one pair of earrings – plain studs or sleepers. A religious medallion, one signet ring, watches and jewellery for medical identification are permitted.

St Patrick's uniform shop is located in the tuckshop. Orders must be made through the Flexischools App. Shoes and socks are available at local outlets.

All students are required to adhere to and wear the correct school uniform outlined above with pride at all times. Any items outside the above list are not acceptable.