Sts Peter & Paul's Catholic Primary School
Bulimba

Learning Together For Life

2011 Parent Handbook
Sts Peter & Paul’s Primary School
33 Alexandra Street
BULIMBA QLD 4171

Phone: 07 3399 1281
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SCHOOL STAFFING

Principal               Sr Ann-Maree Nicholls, sgs
Parish Priest           Rev. Dr Tom Elich
Assistant Principal     Damien Sullivan
Assistant Principal Religious Education       Sandra Storck
Secretaries             Bernadette Shelton (Finance)
                        Jennifer Williamson
                        Kelly Lea

Other Staff includes
Classroom Teachers
Teacher Librarian
Support Teacher Inclusive Ed
Curriculum Support Teacher
Physical Education Teacher
Music Teacher
Speech & Drama Teacher
LOTE Teacher (Japanese)
Guidance Counsellor
Technology Support
School Officers
Library Aides
Tuckshop Convenor
Groundsman

School Hours
Morning Bell: 8.40am
First Break: 10.40am - 11.00am
Second Break: 1.00pm - 1.50pm
Afternoon Dismissal Bell: 3.00pm
Mission Statement
In the spirit of the Good Samaritan, our school strives to provide an excellent Catholic Education for boys and girls from Prep to Year Seven.

Vision Statement
Our school is a faith community wherein each child loves God, themselves and others and reaches their full potential.

Our students are encouraged to:

✦ make loving choices about a loving God
✦ know that there is a way back if they make a mistake
✦ know that reconciliation involves apologising to the hurt person but also to make some form of restitution towards that person
✦ be thoughtful, caring and compassionate
✦ be courteous, honest and respectful
✦ be positive, joyful and confident.

Our School Prayer
This is our school, Sts Peter and Paul’s.
Let this be a place where we learn together for life.
May the love of God and others live here.
Let our school be a place where we always care for one another.
Amen.
ABSENCE FROM SCHOOL
An explanatory note is required when a child is absent from school. The note can be sent before the absence or afterwards stating the reason for the absence. A telephone call is also appreciated but a written note is essential. A note is also required if a child is arriving late or leaving early. These children must be signed in and out at the school office. When leaving early, children are collected from and signed out from the office not their classroom.

BOOK CLUB
Scholastic Book Club offers a convenient way for your child to select and purchase worthwhile and appealing books. The books have been expertly selected to span a wide range of reading levels and interests and are offered at very reasonable prices. The wide range of newly published titles and old favourites represent a thoughtful mix of books from Australian and International publishers. Volunteer parents’ co-ordinate this facility.

BUDDY SYSTEM
Our school operates a ‘buddy system’ whereby classes are twinned and each child has an older buddy in the school. This match-up begins at the start of each year with, for example, Year 6 children being ‘buddies’ with Prep students. This helps develop friendships and strengthens a sense of belonging and community among the children. These Year 6 buddies keep their Prep buddies for the following year when the children are in the highest and lowest classes respectively. Buddies meet on a regular basis and often share learning and social experiences.

BUILDING FUND LEVY
Sts Peter and Paul’s capital re-development began in 1997 with the construction of the Pre-school. Major works have followed with the Good Samaritan Building and the Fr Lee Building. In 2007 the school undertook major works with the construction of a new Prep classroom, refurbishment and additions to ‘C’ Block and a refurbished Administration Building. The building fund levy plays a major role in repaying these capital improvements. We attempt to budget too for on-going maintenance.

CAMPING / CANBERRA TRIP
Camping from Years 4-7 is an important part of our curriculum. Our staff believes that the experiences children encounter during these events is invaluable and this is why they are prepared to take on the responsibility of the children away from home on these occasions. It has become tradition now that the Year Seven students visit Canberra and the snow in their final primary school year. The cost for camp programs and the Canberra trip are in addition to the school fees.
CLASS CO-ORDINATORS
At Sts Peter and Paul’s School parents are valued participants in the education of our children. Each class has a co-ordinator or small group of volunteers who help the class teacher whenever needed and they help co-ordinate a parent network for that class. As well as classroom events these people organise social events to help build an inclusive supportive community. Traditionally some classes have had special tasks e.g. Year 1 parents to organise the Morning Tea for Orientation morning; Year 6 to provide and serve the supper for the Year 7 Graduation evening.

CO-EDUCATION
Sts Peter and Paul’s School offers a dynamic, challenging and meaningful education for boys and girls from Prep to Year Seven. We stress the importance of children learning together and experiencing the benefits of leadership in the upper primary classes. No secondary school has refused any of our children in their Year Eight intakes when parents have filled in the appropriate forms. We encourage and deliberately foster independent and active learning for these children.

CONTACT NUMBERS / SCHOOL RECORDS
It is vital that our school office has current, accurate contact details at all times. Mobile numbers and emergency contacts are essential. When children are sick it is important to get them back to their parents or carers as soon as possible. Of course this is doubly so in the event of an accident.

CULTURAL LITERACY AND LANGUAGES
Japanese culture and language is taught at Sts Peter and Paul’s School. Cultural literacy is a learning perspective that permeates the curriculum from Prep to Year 7. The teaching of Japanese is currently taught from Years 4 to 7.

CURRICULUM SUBJECTS
(Other than Religious Education)
In planning the delivery of a meaningful curriculum, teachers are guided by the syllabus documents provided by the Queensland Studies Authority.
The curriculum covers nine Key Learning Areas:

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

In each of these areas the teachers are developing programs based on the roles of the life-long learner. We are assisted in this area by the Curriculum Support Teacher we share with St Martin’s School, Carina. These programs consider the assumptions about learners and learning, rationale and scope and sequence of content and skills. Assessment, evaluation and reporting are key processes in this task.

**DENTAL CLINIC**

The Mobile Dental Clinic, run by the Queensland Department of Health, visits our school annually. Dental check-ups and treatments are performed free of charge with parental consent.

**EXCURSIONS**

At times class teachers organise appropriate excursions for their children to help further enhance learning. Sometimes parents are invited to assist with excursions. Parents volunteering for excursions are asked to make special arrangements for their toddlers. The role of parents on excursions is to assist teachers to supervise the children. Any entry costs are met by the parents if an inordinate number attend. Permission notes MUST be signed and returned to school BEFORE a child can depart on an excursion.

**EXTRA CURRICULAR ACTIVITIES**

**CHESS CLUB**

These groups meet at school and are tutored by a teacher from the Gardiner Chess Group. Again news of chess is advertised in the school newsletter and places fill very quickly.

**MUSIC LESSONS**

Private lessons are held before, during and after school for Piano/Keyboard, Strings, Percussion, Woodwind, Brass and Guitar for those interested.
SCIENCE CLUB
We offer children an opportunity to explore the marvels of Science in this activity. Our teacher, Donna Bennett, runs the Science Education Australia and comes to us for two sessions - one Junior and Senior class – each session runs for one and a quarter hours. Classes are held on alternate weeks. Students nominate to re-enroll each time.

TENNIS LESSONS
For many years John and Wally Ridgeway have conducted tennis lessons before and after school for our children – Tuesday mornings and Wednesday, Thursday and Friday afternoons. These are group lessons and private lessons for those advanced children.

GUIDANCE COUNSELLOR
Since 2005 we have had a Guidance Counsellor appointed as a member of staff at Sts Peter and Paul’s. The Guidance Counsellor fills this role in a shared capacity with St. Martin’s School, Carina. The counsellor has a major responsibility for the social and emotional behaviour of our children. Referral to the counsellor goes through the classroom teacher in the first instance. Sometimes the counsellor will administer a full educational assessment. These assessments are not the norm. The current load of the counsellor does not allow for family or marriage counselling. The counsellor also has a major role to play in the behaviour management programs at school.

HOMEWORK
Homework provides children with an opportunity to review and practise some aspects of their day’s class work. Reading for all children is essential. READERS ARE ACHIEVERS. There is no substitute for reading. When children have projects they may take a little longer but no child in primary school should be spending hours doing homework. Most classes give a set homework for the week and children should be encouraged to spread it out over the four nights.

- Children in Years 1 to 3 should spend no more than 30 minutes per night on tasks. These tasks will cover reading, tables and spelling.
- Children in Years 4 and 5 should take no longer than 45 minutes.
- Children in Years 6 and 7 should complete their tasks in one hour.

Should your child genuinely not complete their assigned work a note to their teacher is required.

Again we emphasise reading practice every night.
ILLNESS AT SCHOOL
Any child feeling sick will be sent to the office. If the office staff consider the child is not well enough to be at school, parents will be contacted and asked to take the child home. Minor cuts and bruises will be treated at school. Where necessary, parents will be informed of more serious injuries to children. Parents are requested to not send their child to school when they are sick as the school has no facilities to provide quality care. In the event of an accident or serious illness an ambulance will be called and the child transported to hospital. A staff member will accompany such a child. Any cost for medical treatment arranged by the school remains the responsibility of parents.

INSURANCE
Our parent bodies (the School Board and the P&F Association) have long held the view that insurance is the responsibility of the parent/care giver. We encourage all families to take out personal insurance for their children. Each year we distribute brochures from Catholic Church Insurance, so that parents can make an informed choice in this matter. Naturally, we have Public Liability Insurance for all who enter upon our school grounds.

LEADERSHIP - YEAR SEVEN
Each year the Year 7 children are commissioned as School Leaders. Each year they attend a Leadership Day where they look at leadership styles and the roles leaders play. They elect Sports Captains and Committee Groups. Year 7 are given a number of responsibilities each year including hosting School Assemblies, thanking visitors, looking after their buddies as well as leadership roles as they arise. To recognise Year 7 as school leaders they are allowed to design their leadership shirts which they wear on special occasions.

LEARNING SUPPORT TEACHER
The role of the Support Teacher – Inclusive Education is to provide support for students with specific learning needs across all year levels. Academic support programs are developed and implemented with class teachers and school officers. In certain cases an Individual Education Program (IEP) will be developed to support individuals with their learning. Extension programs to meet the needs of those students with special gifts are negotiated with class teachers. Liaison with the guidance counsellor and outside agencies is an important part of the role as we adopt a team approach to meeting children’s needs.

Fr Lee LIBRARY
Our library is an educational resource for all to use. As well as a wide range of reading materials, teacher resources and computers, our library has Internet and Email capabilities for teacher/pupil research.
The teacher librarian works co-operatively with the teaching staff to establish a learning environment that nurtures inquiry learning through structured access to print and electronic sources. We also aim to develop an appreciation of literature and enjoyment in reading. Children use the library on an individual, small group or whole class basis as part of co-operatively planned lessons in a range of curriculum topics which involve them in stages of the research process or in responding to literature.

Each class has a scheduled borrowing time. The library is open before school and at lunchtime for research, borrowing and quiet leisure time. Children are encouraged to take responsibility for the resources they borrow and return them on time. Replacement of lost or damaged resources is the responsibility of parents.

The school subscribes to a number of online data bases and software programs which can be accessed from home.

We also provide some parent education on how access can be made to some products from home. Education in the use of these is offered to parents throughout the year. Parents are welcome to come to the library before school to borrow with their children and discuss any research or borrowing concerns they may have with the teacher librarian. Parents are always welcomed as helpers in the library too.

**LITURGIES**

At Sts Peter and Paul’s, prayer and liturgy are central to our existence and purpose. Jesus Christ is the centre of our faith development.

Liturgy and prayer are celebrated in many forms in all classes and as a whole school. The ‘Road to Easter’ liturgies are celebrated by grade levels and these reflect the importance of our Christian tradition.

Grade level masses are celebrated each term and parents are most welcome to attend. Class levels are offered the opportunity to celebrate reconciliation at various times throughout the year. Masses with special liturgies are held to mark the beginning and end of the school year, also special feast days such as Sts Peter & Paul’s, Mary, Help of Christians and All Saints Day.

**LOST PROPERTY**

All lost property is placed in the basket on the table in the undercroft. All labelled property is returned. Periodically, all unmarked items are put into the St Vincent De Paul bin. Parents are urged to clearly label all of their children’s property.
LUNCHES
Nutritious food is essential for good health and optimum learning. It is a good idea to pack a separate ‘morning tea’ and ‘big lunch’. Using cooler blocks or a frozen popper is also ideal to keep food cool and fresh. Those sending yoghurt, diced fruit or the like, need to include a spoon. Glass items, canned drinks or lollies should not be sent to school. Lunches should include a sandwich of some kind, appropriate fruit and a sensible drink. All lunch box items should be labelled.

MAINTENANCE PLAN
Our school has just completed a major building program and the School Board works in collaboration with our architect to see that all buildings are maintained in accordance with the building codes and Workplace Health & Safety regulations. Every year our school is audited by Brisbane Catholic Education Centre for compliance in relation to service supplies and their safety. Maintenance is paid for from our Building Levy.

MEDICATION TO CHILDREN
Brisbane Catholic Education Centre has issued strict instructions to schools in regard to this matter. No child will be given medication unless parents make a written request asking for prescribed medicines to be administered. These medications must carry the doctor’s dosage and the time to be administered. All medication will be given by office staff only and all requests must come to the office. Non-prescribed oral medication cannot be administered at school.

Children with infectious diseases will be excluded from school in accordance with the Health Department Guidelines.

Each year we request that parents fill in a “Student Medical” form. This form helps us keep abreast of emergency contacts and any residential changes that may occur.

Given the rise in allergic reactions to foods, pollens, animals and the like, we ask for up to date information on your child and the necessary urgent medical intervention advice needed, that is, Anaphylactic.

MISSIONS
During their days at Sts Peter and Paul’s, students are encouraged to consider the children of our global village. Particular reference is given to those less fortunate than ourselves. We, too, are aware of those in our own country less fortunate through no fault of their own. Money raised is sent to Catholic Missions, the Good Samaritan Foundation and our local St Vincent De Paul Society. The money comes from direct donations during Lent and from special ‘free clothes’ days. We also receive countless
requests from other charities but we try to support our own Catholic charities first.

**MOBILE PHONES & IPODS**
Children must always hand in mobile phones and ipods to the office before school and then collect them from the office after school. We appreciate some parents use this mode of communication with their children but there is no reason for them to have them in class during the day. Interruptions or theft are good reasons for them to be collected.

**MONEY AT SCHOOL**
When children bring money to school for whatever reason, the correct amount of money should be in a clearly marked sealed envelope. The envelope should be named and labelled according to its purpose. All such messages will be collected from the classrooms each morning. School Fees may be dropped off in the box provided in the office.

**MUSIC / DRAMA**
Music and Drama are strands in the key learning area of The Arts syllabus. We have specialist teachers for these subjects. Each class has a separate lesson each week.

**MUSIC / INSTRUMENTAL**
Individual music lessons (piano/keyboard, strings, percussion, woodwind and brass) are conducted by qualified teachers. Lessons may be individual or group and some may be before school, during school time or after school. Guitar lessons are available after school.

**CHOIRS**
Our school has a tradition of school choirs. We encourage all children to participate. Our Chamber Choir is totally voluntary but their work is spectacular. Choir is under the direction of our Music Specialist teacher. Choirs perform at assemblies, special liturgies and the Queensland Catholic Colleges Music Festival.

**NEWSLETTERS**
A newsletter is given to the eldest child in each family every Tuesday. Parents also can view the newsletter on our website or may receive the newsletter by email by simply notifying the office of their email address.

The purpose of the newsletter is to help keep families fully informed concerning events in our school/parish community. So reading the newsletter and noting times and dates is very important. We also try to produce a school calendar and this should be kept in a prominent place for easy referral. Parents are invited to contribute to the newsletter and paid advertisements are accepted if we have space. Any of these items need to be in the office by Monday afternoons.
OUTSIDE SCHOOL HOURS CARE
Sts Peter and Paul’s School offers an Outside School Hours Care facility on site. This facility is managed by a Parent Committee and their paid co-ordinator and assistants. OSHC operates under the umbrella of Centacare. The centre is open before and after school. All school rules apply here and OSHC rules as well. Parents must sign their child out in the evening. If they are not signed out the child’s absence will be reported to the Police. Children who are not collected from school by their parents by 3.20pm each day will automatically be booked into OSHC. For further information contact the co-ordinator on 3399 8268. OSHC also runs Vacation Care programs.

PARENTS AND FRIENDS ASSOCIATION
Participation in the P&F is strongly encouraged. P&F meetings are held on the third Wednesday of each month in the Staff Room at 7.30pm. All parents are welcome to attend. In our school fees we have a non-refundable P&F Levy and this allows the association to plan and budget each year. The P&F is an open forum for discussion, adult education, some fundraising and lots of social activities for both children and parents. The P&F is a wonderful support body to the staff and children.

PARENTAL INVOLVEMENT
Sts Peter and Paul’s School is about a partnership between staff and parents. The success of this partnership depends on its strength. Parental involvement is actively encouraged. The presence of mum or dad or a caregiver is a lovely reinforcement for children and shows children that you value their learning.

Some ways in which you can help are:
☒ Listen to your child’s stories of each day in a positive way
☒ Listen to your child read every night
☒ Offer your assistance by helping out in classrooms
☒ Become a Class Co-ordinator
☒ Become actively involved in the P&F
☒ Offer to be a tuckshop helper
☒ Participate in Grade/School masses and liturgies
☒ Attend education/grade level nights
☒ Always reading the Newsletter.

PARISH INFORMATION
Our School is part of the Sts Peter and Paul’s Parish community. Every school family is welcome and encouraged to be involved in the life of the Parish. Children’s liturgy is held during the 8am Mass during Term time.
Parish Priest: Rev Dr Tom Elich
Pastoral Associate: Sr Mary Randle, sgs
Parish Secretaries: Mrs Helen Price and Mrs Pam Long

Parish Pastoral Centre
25 Main Avenue, Bulimba.
Phone: 3399 2386
Email: bulimba@bne.catholic.net.au

WEEKEND MASS TIMES
Saturday Evening - 6.00pm
Sunday Morning - 8.00am
Sunday Evening - 6.00pm

PARKING AND SAFETY
Safety of all who enter our school is paramount. There is no parking on the school premises.

Parents are requested to use the DROP-OFF and PICK-UP lines in Alexandra and Collings Streets. If your child is not at the top of the line you will need to do a lap! Detailed instructions on how to use the Drop-off and Pick-up lines safely and effectively are distributed in the Newsletter at the commencement of the school year and at regular intervals during the year. Please follow the guidelines closely so that we can ensure that our students are safe at all times.

Parking in front of the Church and the Parish Pastoral Centre is not permitted.

PERMISSION FORMS
Parents will sign a Permission Form which covers regular outings such as term swimming and inter-school sport. All other excursions will have an explicit Permission Form. These permission forms must be signed and dated and returned to school before a child leaves the school grounds. No child will be allowed to leave the school grounds without a written request of the Principal or if parents physically collect children from the office where they must be signed out as well. These measures are for the safety of all concerned.

PHOTOGRAPHS
Class, individual and family group photographs are taken each year. The purchase of these photographs is optional. Pre-orders are taken and only those requesting individual and family photographs will be photographed.
POLICIES
The production of school policies is one of the major tasks of the School Board. These policies always reflect the Mission and Vision statements of our school. Everything we say and do align with our mission and vision and we use these too in our School Renewal Framework as part of our Validation process with Brisbane Catholic Education.

Curriculum is mandated from the Queensland Studies Authority and from them through Brisbane Catholic Education Centre. To allow our staff to avail themselves of up to date directions, we employ a Curriculum Support Teacher, whom we share with St Martin’s School, Carina.

In the not too distant future all of our policies will be available on our school website or hard copies may be collected from the office.

PREPARATORY YEAR OF SCHOOLING
In 2007, we began the Preparatory Year of Schooling. Prep is intended to be an exciting, fun, inquiry and play-based curriculum. This will be achieved through the use of our Prep facilities and equipment. All of our Prep teachers are qualified and dedicated teachers who will be assisted by a range of support staff.

Our Prep curriculum will be faith based and will allow values to be developed and integrated throughout the curriculum. Through the year close partnerships between the parents, families and the community will be fostered through our commitment to the growth and development of the whole child.

The Prep class programme runs from 8:40am to 3:00pm and includes a variety of learning experiences which are safe, stimulating, fun and creative. We have three Prep groups with all Prep children attending for five days a week.

RELIGIOUS EDUCATION
As a Catholic school, our goal is to enter fully into partnership with parents, to hand on the Catholic faith tradition. We recognise and acknowledge parents as the first teachers of children and we attempt to assist parents in the nurturing of their children’s faith development and religious literacy. Each year level has its own programme and teachers follow the Religious Education Guidelines as set down by the Brisbane Archdiocese and approved by the Archbishop. To assist teachers in this vital role we have an Assistant to the Principal: Religious Education appointed. The APRE’s main role is to make sure all classes are following these guidelines and teaching the appropriate strands.

REPORTING TO PARENTS
This area of education is one of the most contentious issues in the political arena. The form of reporting is mandated by government authorities.
Since 2006, we are required to have a written report at the end of each semester.

- **Term One:** Parent/Teacher Information Evening and Informal Reporting only.
- **Term Two:** Formal Report plus Parent/Teacher Interviews.
- **Term Three:** Informal Reporting only.
- **Term Four:** Formal Report.

Parents may have an appointment at any time during the year to discuss their child’s progress. Obviously, such an appointment will be outside teaching times.

**SACRAMENTAL PROGRAM**

At Sts Peter and Paul’s School we always acknowledge parents as the child’s first teachers in faith. The Sacramental Program is a Parish conducted process with the help and support of the school. Parents are invited to attend parent meetings at the beginning of each program, if they discern that their child is ready to celebrate Reconciliation, Confirmation and First Eucharist.

Parental attendance at these meetings is compulsory.

Children normally celebrate Reconciliation in Year Three and Confirmation and Eucharist in Year Four.

**SCHOOL BOARD**

Sts Peter and Paul’s School Board was established (under Archdiocesan guidelines) in 1994 to support the Administration of the School. The Board consists of the Parish Priest and Principal as ex-officio members, a staff representative, a P&F representative, three elected parent representatives and a Parish Pastoral Council representative. These elected representatives participate in formation activities that include inservice in the “shared wisdom model” of service.

The Board’s main areas of competence include Financial Management and Budgeting, Provision of Facilities and their Maintenance, Policy making, School Renewal issues and some areas of Curriculum. The School Board operates from and under the Mission and Vision of the School.

**SCHOOL FEES**

School Fees and Charges are set each year by the School Board. A copy of the Fees and Charges is sent home to every family as soon after the October Board meeting as is possible. Accounts are sent home at the beginning of each term. Parents are expected to pay these fees as they fall due in advance. There is a $50.00 late fee for unpaid fees.
Parents may choose to use the ADF Direct Deposit Facility which automatically pays fees on set dates. The Direct Debit forms are available from the school office.

It is school policy to collect all school fees. Concessions for genuine hardship will be considered by the Principal in total confidence and any arrangements arrived at will be reviewed each year.

Due to the amounts in outstanding accounts we have been forced to use a Debt Collector and this is our least favoured option.

Our Resource Levy is apart from our school fees. Quality teaching and learning demands quality resources. Children use a wide range of materials during the year from play dough to calculators to computers. All classroom needs are paid for from this levy. As resources are required the class teacher will distribute them to children. For example, exercise books, pencils, rulers, rubbers, pencil sharpeners, art and craft requirements, etc. This levy helps pay for additions to the library, sports equipment, music and science materials and technology needs. There is no shopping list for parents.

SECOND HAND UNIFORMS
A small supply of second hand uniforms is available from the school office. Most of these uniforms have been donated. Normal new uniforms are purchased from HOZIKOZOI on Riding Road.

SPORT AND PHYSICAL EDUCATION
Physical Education is highly valued at Sts Peter and Paul's School as an integral part of a child's development. There is a strong emphasis on fitness and acquiring skills. This skill development programme is also enhanced with the Early Years Gross Motor programme. Skills taught by the Physical Education teacher cover one strand in the Health and Physical Education syllabus. The remaining two strands are developed through individual class programmes.

Inter-school sport is available to children from Years 4 to 7. This is only one aspect of the Physical Education programme and is used to develop healthy attitudes towards competition and participation.

SCHOOL BANKING
Volunteer parents and the Commonwealth Bank provide a School Banking Service for children who wish to operate a savings account (Student Savings). School Banking takes place on Wednesdays.
SUN PROTECTION
Sts Peter and Paul’s School is a Sun Smart School. The Queensland Cancer Fund has given us this title because of our support of this programme. Personal sun protection by way of hats and sun screen is essential. All classes have their own supply of sunscreen (Sun Sense) and children are encouraged to apply it as desired. This sun screen was recommended to us by a leading Brisbane Dermatologist. Should you desire that your child not use this cream then please make this known to your child’s teacher. The NO HAT – NO PLAY rule is strictly enforced. We prefer children to use the bucket hat style or the larger brimmed style hat. Caps provide little or no protection to the ears and neck.

During swimming lessons sun smart shirts must be worn.

PLAYGROUND SUPERVISION
Teachers are rostered on duty from 8.20am each day. Lunch breaks are also rostered periods of teacher supervision. The drop-off and pick-up lines in Alexandra and Collings Street are also supervised each afternoon until 3.20pm.

Children arriving before 8.20am should be booked into Outside School Hours Care. Children not picked up by 3.20pm will automatically be sent to Outside School Hours Care.

Children waiting for extra-curricular activities and/or sports training are reminded they are to do so quietly.

No children or parents are to use the school facilities on weekends or holidays without the permission of the Principal.

SWIMMING
At Sts Peter and Paul’s School we believe that swimming is a vital skill for all children. Our class lessons are run by the Julia Hampton Swim School. Children in Years 1 to 3 go swimming in Terms 1 and 4. Children in Year 4 to 7 go swimming in Term 1 only. For swimming all children will need Speedo style swimmers for boys and one piece togs for girls, a sunsafe shirt, swimming cap, goggles and sunscreen. All of the instructors are qualified and all hold a Blue Card.

TECHNOLOGY - INFORMATION COMMUNICATION and LEARNING TECHNOLOGY
Children in all classes have ready access to computers in their classroom and the computer lab. The use of computer technology across all Key Learning Areas and year levels is to enhance and integrate the
curriculum. All classrooms are linked by a fibre optic backbone to the main server providing file storage, Intranet and Internet services. Nightly backups are taken of critical data and are kept offsite.

The school has a policy developed for the use of the Internet as a research tool which all children must sign and observe. Sequential skill development in the use of technology begins in Year 1 with weekly lessons.

Our computer lab has 30 Intel based computers with LCD screens and gas lift chairs. A small bank of computers is also located in the Library.

### TERM DATES 2011

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### TUCKSHOP

Our tuckshop operates on Monday, Wednesday and Friday each week of each term. Children bring their lunch orders clearly written on paper bags with the money inside the folded bag. These lunch orders are collected from classrooms as soon as classes assemble in their rooms. Class monitors bring lunches to classrooms for distribution at morning tea time and at the lunch break.

We try to provide nutritious food and healthy food. Ice blocks and cold drinks (no cans or glass bottles) are available from the Tuckshop only at lunch time.

The Tuckshop is run by a convenor and assisted by volunteer parents on a roster.

### UNIFORMS

Children attending Sts Peter and Paul’s School are required to wear our school uniform. Our uniform identifies our children and helps create a sense of pride and belonging. Uniforms are convenient for parents/caregivers and help eliminate socio-economic difference among children. We choose to have clothing that is practical, comfortable, protective and very affordable for all.

Children are required to wear the school uniform as outlined in our Code of Dress.
Our school uniforms are available from Hozikozi in Riding Road, Bulimba.

WORKPLACE HEALTH & SAFETY
Our school has a Workplace Health and Safety Committee. Our Assistant Principal is a trained Workplace Health & Safety Officer. This committee exists to keep not only staff and children safe but also all who visit our school. Parents are requested to sign in at the office whenever they come in to stay for a time and collect a VISITORS badge and sign out when leaving. We cannot have unsolicited persons on our premises at any time.