Sts Peter and Paul's Primary School

Bulimba

Prep Family Handbook

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Sts Peter & Paul's Primary School

33 Alexandra Street
BULIMBA QLD 4171

Phone	07 3399 1281
Email	pbulimba@bne.catholic.edu.au
Website	www.stspp.qld.edu.au
Instagram	https://www.instagram.com/stspeternpauls/
Facebook	https://m.facebook.com/stspeternpauls/

School Hours

Morning Bell	8.40am
First Break	10.40am –11.10am
Second Break	1.10pm – 1.40pm
Afternoon Dismissal Bell	3.00pm

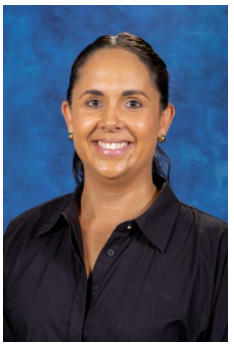
Term Dates –

Click here for up to date Term Dates

School Staffing

Principal
Ms Lisa McCormick

Assistant Principal – Religious Education
Mrs Sarah Esbensen



Assistant Principal – Administration
Mrs Julia McLean

Primary Learning Leader
Mrs Fran Wallin

Administration	Dee French Kasey Hibberd Michelle Hollowood Sharlene Le Dieu Maddy Orazio
Other Staff includes	Classroom Teachers Teacher Librarian Support Teachers Inclusive Education Literacy Enhancement Teacher Physical Education Teacher Music Teacher LOTE Teacher (Japanese) Guidance Counsellor School Officers Tuckshop Grounds

Sts Peter and Paul's School

In the tradition of the Sisters of the Good Samaritan of the Order of St Benedict, we provide a contemporary primary school education that values Faith, Compassion, Community and Excellence.

Vision

Learn together for life and live the teachings of Jesus.

Mission

Educate the whole child by guiding and inspiring them to reach their potential.

Learning

We foster and nurture our children to discover the joy and challenges of learning.

Faith & Traditions

We live our Catholic faith and traditions in the compassionate spirit of the Good Samaritan.

Learning Together For Life

Our School Prayer

Bless 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.

HELLO & WELCOME

Dear Parents & Caregivers,

On behalf of our local Catholic Community and our School Community we would like to extend to you, your family and most importantly your child a most warm welcome to our place of learning. At Sts Peter and Paul's School we pride ourselves on offering not only a high-quality education but an atmosphere which is truly unique. Our culture is based on the Catholic tradition as well as our Patrons, St Peter and St Paul, whose teachings, philosophy and values permeate our Curriculum. Our school motto, Learning Together For Life, promotes the way in which we live, learn and celebrate in our world today.

We follow in the tradition of the Sisters of the Good Samaritan, drawing on our Benedictine Charism in promoting the values of compassion, community, excellence and faith in our everyday lives. Our school is about educating the whole person and empowering them to shape and enrich our changing world, by living the Gospel of Jesus Christ.

We know how important it is for your child to experience a sense of belonging and we endeavour to provide an inclusive environment where all students can feel safe and happy. Our educators ensure all learners and their individual styles are considered and catered for, setting up all students for success. We promote collaborative partnerships between home and school where you are able to contact us to discuss any concerns you might experience

Parents and Caregivers are strongly encouraged to be involved and active in their child's education. As well as parent assistance in the classroom, we have a Parents and Friends (P&F) Association and a School Board.

We wish you God's blessing and look forward to sharing with you the joys of your child's education at Sts Peter and Paul's School.

Sts Peter and Paul's Leadership Team & Staff

OUR TRADITIONS

OUR MISSON, VISION AND VALUES

Tradition Begins Here

Sts Peter and Paul's School officially opened on 7 February 1916. The school is situated in the picturesque suburb of Bulimba and caters for students from Prep to Year 6.

Sts Peter and Paul's School is committed to planning and providing a high quality, 21st century Catholic education; an education focused on the development of the human person created whole in the image and likeness of God, bringing faith, life and culture into our school life. Our dedicated and professional teachers deliver unique and authentic learning opportunities, differentiating the curriculum to cater for all learners.

At Sts Peter and Paul's School we follow the expectations set by the Australian Curriculum to make informed decisions about what our students should be taught. Our teachers collaboratively plan teaching and learning opportunities in alignment with the national standards specified in the Australian curriculum in ways that best meet their students' needs and interests.

At Sts Peter and Paul's School we fully implement all Key Learning Areas of the Australian Curriculum from Prep to Year 6: English, Mathematics, Science, Humanities and Social Sciences (Prep to Year 6: History and Geography, Years 3 – 6: Civics and Citizenship and Years 5 – 6: Economics and Business), Technologies (Digital Technology and Design and Technologies), The Arts (Dance, Drama, Music, Visual Arts and Media Arts), Health & Physical Education and Languages (Prep – Year 6: Japanese).

At Sts Peter and Paul's School we also use the Religion Curriculum P-12 to plan and implement teaching and learning experiences for our students in Religious Education. The Religion Curriculum P-12 developed by Brisbane Catholic Education, involves the teaching of four strands: Sacred Texts, Beliefs, Church and Christian Life. These strands are are taught in an interrelated way. The Religion Curriculum is taught with the same academic rigour as the Key Learning Areas specified in the Australian Curriculum and our learners are given multiple opportunities as they engage with the content to demonstrate how they have been successful in their learning.

We are a distinctive Catholic Community whose unique culture and ethos permeates the spirit of the Sisters of The Good Samaritan and teachings and traditions of our Benedictine Charism. Our learning and teaching reflects global, national and local contexts as we work together to achieve our vision for learning: "Learning Together for Life."

OUR MISSION

Our Mission is inspired by our Catholic tradition as well as our Patrons, St Peter and St Paul, The Sisters of The Good Samaritan and Benedictine Charism. Whose teachings, philosophy and values permeate our community. We Learn Together For Life, and promote ways in which we live, learn and celebrate together in our world today.

OUR VISION

In the tradition of the Sisters of the Good Samaritan of the order of St Benedict, we provide a contemporary primary school education that values Faith, Compassion, Community and Excellence.

VISION

Learn together for life and live the teachings of Jesus.

MISSION

Educate the whole child by guiding and inspiring them to reach their potential.

LEARNING

We foster and nurture our children to discover the joy and challenges of learning.

FAITH & TRADITIONS

We live our Catholic faith and traditions in the compassionate spirit of the Good Samaritan.

OUR VALUES

FAITH

Committed to our faith, we show a love of God, self and neighbour through our words, actions and traditions. "*Whatever you ask for in prayer with faith, you will receive."* Matthew 21: 22

COMPASSION

We demonstrate compassion through offering love, respect, forgiveness and acceptance. *"But a Samaritan travelling came near him, and when he saw him, he was moved by compassion"* Luke 10:33

COMMUNITY

We are a safe, welcoming and inclusive community who collaborate, co-operate and share our gifts willingly. *"We are many parts, but one body in Christ".* 1 Corinthians 12:12

EXCELLENCE

We support and nurture all in our community to achieve their full potential. We strive for excellence in all aspects of school life. "*I have come so that they may have life and have it in all its fullness".* John 10:10

OUR EMBLEM AND MOTTO

The emblem/logo features the 'Big Tree'. The current version was formalised in the 1990s with the addition of 'Learning Together For Life'. During a working bee early in the school's history the 'Big Tree', a Kurrajong, was planted by student Agatha Keogh in the Prep Playground. Agatha went on to become a Sister of The Good Shepherd in Melbourne and was professed as Sr Mary Francis Xavier. She returned to Bulimba for the jubilee celebration in 1986 and was able to admire the tree she planted.

Our school motto, Learning Together For Life challenges our community to actively engage with Jesus' message as a model for living.

STS PETER AND PAUL OUR PATRONS

ST. PETER

St. Peter, originally known as Simon, was a fisherman by trade. Jesus called Peter, along with his brother Andrew, James, and John, to leave everything behind to become His followers. Jesus said to them, "Come after me, and I will make you fishers of men" (Matthew 4:19).

It is because of Peter's confession of faith in Jesus as Messiah that Jesus gave him the nickname of "rock" and stated that it was upon the rock of Peter's faith that the Church would rise (Matthew 16:18). All the Gospel writers list Peter first when naming the apostles of Jesus. Time and again in the Gospels, however, Peter demonstrates that his faith is imperfect, but growing. He says things that make Jesus react strongly: he denies that Jesus' coming death should ever be allowed to happen (Matthew 16:22), tells Jesus at the Last Supper that He will never wash his feet (John 13:8), and denies association with Jesus three times, even after Jesus predicted that he would do so (Luke 22:61). St. Peter can show us how difficult discipleship can truly be, but is also an example of the Lord choosing the weak and making them strong in bearing witness to Him. Peter was martyred (crucified upside down on a cross) for the Faith in the year 64 in Rome, the city he served as its first bishop. St. Peter's feast day is February 22nd, the feast of the primacy of St. Peter.

ST. PAUL

St. Paul's background and journey of faith is somewhat different from St. Peter's. Paul, who was originally known as Saul, was an educated Jew and a member of the Pharisee party, as well as being a Roman citizen. He first appears in the pages of Scripture in Acts 7:58, as being present at the martyrdom of St. Stephen, the first of Jesus' followers to be put to death because of his faith in Jesus. Saul persecuted the Christians savagely, but was dramatically converted to the very One he had been persecuting after seeing Jesus in a vision (Acts 9:4). From that time on, Saul, who was now known as Paul, poured the same energy with which he persecuted Christ's followers into bringing the Gospel of Jesus to many people.

Paul travelled around most of what was the Roman Empire, establishing Christian communities. His many letters form the bulk of the writings of the New Testament. Paul was also martyred in Rome, three years after St. Peter, in the year 67 AD, by being beheaded (His Roman citizenship would not permit his being crucified). The feast commemorating his conversion is January 25th.

Peter and Paul represent two strikingly different approaches to discipleship. Peter had to learn slowly, make many mistakes along the way, but always experienced the compassionate forgiveness and encouragement of Jesus. Paul, on the other hand, came to the Faith immediately and never backed away from his zeal for Christ after that. Many of us can see both these great Apostles in ourselves. Like Peter, we sometimes fail but yet persevere. Like Paul, we must always be on fire for the Lord, and proclaim Him to everyone and in every situation, no matter how difficult it can sometimes be to do so. The feast day of St. Peter and St. Paul is celebrated on June 29th.

THE SISTERS OF THE GOOD SAMARITAN – OUR CONNECTION

On February 7, 1916, in the midst of World War I and just weeks after the Good Samaritan Sisters first arrived in Brisbane from Sydney at the invitation of Archbishop Robert Dunne, Sts Peter and Paul's School, Bulimba was opened to cater for the needs of the local Catholic community, which was in those days was quite poor.

14 sisters who'd arrived in early January 1916 had also opened two other schools nearby – Lourdes Hill College on January 24 and St James Primary School, Coorparoo on January 31.

OUR SCHOOL SONG

To learn respect, to love each other
To know the right from wrong
To share our dreams, to love our God
Together we'll grow strong

This is our school unlike another
This is Sts Peter and Paul's
With Parents and Teachers
Together we'll learn it all

We follow the way of the Good Samaritan
Through all our joy and strife
Let this be a place, Bulimba Saints
Where we learn together for life

This is our school unlike another
This is Sts Peter and Paul's
With Parents and Teachers
Together we'll learn it all
Together we'll learn it all

OUR SCHOOL

OUR TEAMS AT A GLANCE

OUR LEADERSHIP TEAM

Our Leadership Team oversees the learning life of the school. The team takes shared responsibility for different aspects of school organisation as listed below.

Name	Role
Ms Lisa McCormick	Principal
Mrs Julia McLean	Assistant Principal Administration + *PB4L Support P-2*
Mrs Sarah Esbensen	Assistant Principal Religious Education + *PB4L Support 3-6*
Mrs Fran Wallin	Primary Learning Leader - *Curriculum*

OUR ADMINISTRATION TEAM

Our Administration Team

Our Administration Team supports the Leadership Team through daily operational matters of the school including enrolments, student well-being, administration and school finances.

Name	Role
Mrs Sharlene Le Dieu	Finance Officer
Mrs Michelle Hollowood	Secretary – Student Support, Enrolments
Mrs Deanna French	Secretary – Administration, Communications (Mon - Wed)
Mrs Kasey Hibberd	Secretary – Student Support (Wed - Fri)

OUR PREP TEACHING TEAM

Our Prep Teaching Team works collaboratively to provide the day to day teaching for all students in the Prep Year.

Name	Role
TBC	Prep Blue Teacher
TBC	Prep Green Teacher
TBC	Prep Red Teacher
TBC	Prep Yellow Teacher

OUR PREP SCHOOL OFFICER TEAM

Our Prep School Officer Team provide classroom support to assist the classroom teacher in implementing learning.

Name	Role (25hrs/week Term 1, 22hrs/week Terms 2-4)
TBC	Prep Blue School Officer
TBC	Prep Green School Officer
TBC	Prep Red School Officer
TBC	Prep Yellow School Officer

OUR SUPPORT TEAM

Out Student Support Team engages in collaborative partnerships to achieve educational outcomes for all students by developing a whole school commitment to inclusive practices and a shared responsibility for student achievement. The Student Support team partners with teachers to grow positive learning and well-being outcomes for all students.

Name	Role
Nicole Jones	Support Teacher Inclusive Education *(P-3 focus)*
Brooke FitzGibbon	Support Teacher Inclusive Education *(4-6 focus)*
Kim Bock	Guidance Counsellor

OUR SPECIALIST TEACHING TEAM

Our specialist teaching areas are:

Title
Physical Education
Japanese
Music/The Arts

OUR SCHOOL HOURS

6:45am	Outside School Hours Care (OSHC) commences. *Contact external provider 'Catholic Early Ed Care' for bookings.*
8:10am	School Office opens
8:20am	Before school supervision commences. Prep children may play in the Adventure Playground. *Students on site before this time must be enrolled with Outside School Hours Care.*
8:35am	Line up bell
8:40am	Daily program commences
10:40am-11:10am	First Break – Morning Tea
11:10am	Program resumes
1:10pm-1:40pm	Second Break – Lunch
1:40pm	Program resumes
3:00pm	School day concludes *In Term 1 Prep children must be collected from outside their classrooms in the Adventure Playground. Parents/carers are asked to arrive in the adventure playground no sooner than 2:50pm.*
3:00pm-3:20pm	Collins Street Pick Up Zone Term 1 - Supervision for children in Years 1-6 only Term 2 – Children in Years 1-6 and Prep children with a responsible older sibling who collects from the classroom

	Term 3 & 4 – Prep children may commence using the zone independently (readiness dependant/at the discretion of parents/carers in collaboration with the class teacher)
03:20pm	School Office closes
03:00pm-06:00pm	OSHC available *Contact external provider 'Catholic Early Ed Care' for bookings.*

PUNCTUALITY MATTERS

Of course, in order for students to learn at school, they need to show up on time preferably. It is important for you and your child that your child arrives at school in time for the first bell (8:40am). This will ensure that your child is ready to commence their day within the time boundaries in place. We expect to see you and your child to be considerate of our schedules along with staff who keep our school running 'like clockwork'.

TERM DATES

Up to date dates can always be viewed on via the Brisbane Catholic Education website:
https://www.bne.catholic.edu.au/students-parents/Pages/Term-dates.aspx

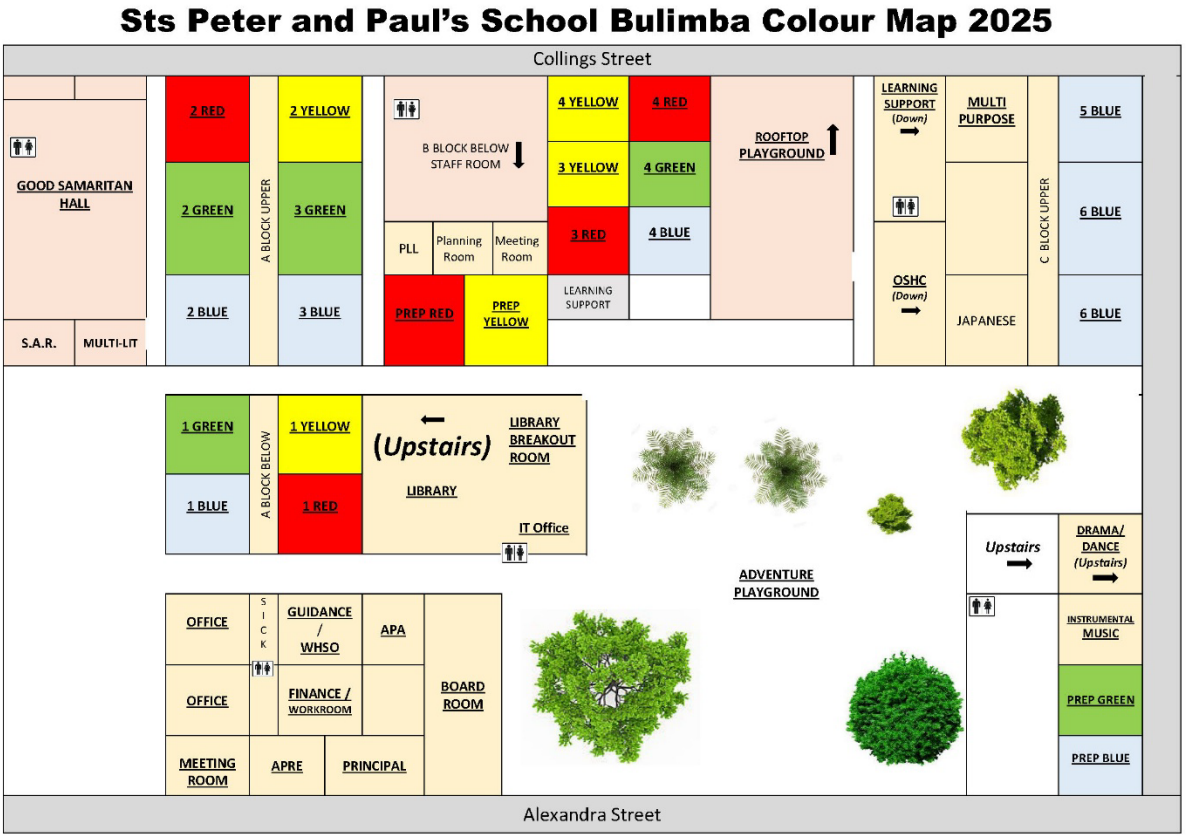
Term dates 2027 *(subject to change)*

- **Term 1** - Wednesday 27 January - Thursday 25 March (9 weeks)
- **Term 2** - Monday 12 April – Friday 25 June (11 weeks)
- **Term 3** - Tuesday 13 July – Friday 17 September (10 weeks)
- **Term 4** - Tuesday 5 October – Friday 3 December (9 weeks)

Note: These Public Holidays:

- Friday 26 March is Good Friday *(last day of Term 1 is Thursday 25 March)*
- Monday 4 October is Kings Birthday *(first day of Term 4 is Tuesday 5 October)*

SCHOOL SITE PLAN



SCHOOL OFFICE DETAILS

Our school office hours are 8:10am to 3:20pm (closed in school holidays). The staff in our School Office will support your needs including: staff contact, unwell students, late/early student departures, family details, finance questions, lost property, medication for students, etc. Contact the school:

Address/Postal Address:
33 Alexandra Street, Balmoral, Queensland, 4171

Phone:
07 3399 1281

Email:
pbulimba@bne.catholic.edu.au

Website:
www.stspp.qld.edu.au

LOST PROPERTY

With a school consisting of almost 600 students, property is bound to get mixed up or lost sometimes. If you label your child's property clearly, it can be quickly returned to students when it is found. Lost property usually makes its way to the tubs in the under-croft. Parents/carers and students are welcome to come and look through the lost property area at their convenience. Lost property is regularly sorted and labelled items are returned to classrooms for class teachers to return to students.

Labelling belongings is key to the swift return of misplaced items

ABSENCE

LATE ARRIVALS/EARLY DEPARTURES

If students arrive after 8.40am an adult must accompany students directly to the school office to sign in via our online ALLE receipting procedures system. The student will receive a printed late slip to give to the class teacher. If a student needs to leave early the adult is required to go to the school office prior to collection to sign the student out, via ALLE when collecting the student. If another adult is collecting a student we ask for the school office to be contacted by the Legal Guardian prior to collection.

UNEXPLAINED ABSENCES

A reason for every student absence is required. In order for us to maintain accurate school attendance records we need to be notified via the Parent Portal/BCE Connect APP. The school will follow up unexplained absences in accordance with Sts Peter and Paul's Attendance Agreement Policy. In the first instance this involves a text to prompt parents/carers to register the unexplained absence.

FAMILY REASONS

Sometimes there may be family reasons why a student is not able to attend school. However, an ongoing pattern of absences due to family reasons is concerning and may require a meeting to discuss what supports can be put in place to minimise the student's time away from school.

SHORT FAMILY HOLIDAYS DURING SCHOOL TERM

Parents should try to organise holidays within the school holiday period. Parents/caregivers must notify the Principal if an extended absence is likely.

ILLNESS/MEDICAL APPOINTMENTS

Wherever possible, dental and medical appointments should be made out of school hours. If your child is too sick to leave home, has an infectious disease or an injury preventing them from moving around school for 3 days or more then a doctor's certificate may be required. Please refer to the QLD Health Time Out Poster.

COMPULSORY SCHOOL ATTENDANCE DETAILS

Is regular attendance important?

Yes, from the first day! If students miss the basic skills in the early years of school, they often experience difficulties later on. It has been shown that irregular attendance in the junior primary and primary years often leads to the development of poor attendance at secondary school.

There are many ways in which families can support their children to be prepared for learning at school. Making school attendance a high priority in your family would probably be the most important, but also by ensuring children get enough sleep, a good diet and regular exercise; by encouraging reading from an early age; by sharing the learning journey through an active involvement in our wonderful school, and in your child's hobbies and extra-curricular activities.

Of course, in order for students to learn at school, they need to show up. In fact, it is illegal for a school-aged child not to attend school. Even more troubling though, is the learning a child will miss if they do not attend school. If a student misses as little as eight days each term, by the end of primary school they will have missed over a year of learning.

ATTENDANCE IN QUEENSLAND

In Queensland, a child is considered to be of compulsory school age from 6 years and 6 months until they turn 16, or they complete Year 10 (whichever comes first). Parents of compulsory-school-aged children must: enrol them at a school and ensure they attend school on every school day, unless the parent has a reasonable excuse.

Acceptable Reasons: Illness. Essential appointment. Injury. Infectious disease. Bereavement. Principal approved absence.

Unacceptable Reasons: Birthdays. Visiting relatives. Outside school sports. Helping parents at home. Weather (i.e. too hot). Holidays (unless prior approval granted).

Regular attendance helps your child develop the skills needed to access the world of work and other opportunities, learn the importance of punctuality and routine and make and keep friendships.

WHAT SHOULD YOU DO IF YOUR CHILD REFUSES TO GO TO SCHOOL?

You should immediately contact the school to seek assistance. Reluctance to attend school is sometimes an indication that a student is experiencing social or emotional problems.

WHAT IF MY CHILD CONTINUES TO HAVE UNSATISFACTORY ATTENDANCE?

It is important to understand that the Qld Department of Education, on behalf of the State Minister for Education, may take further action in cases where children of compulsory school age have recurring numbers of unexplained or unacceptable absences from school.

The following actions may be taken in these cases:

• Attendance Meetings. Parents, and sometimes their child, can be asked to attend a meeting with school and Brisbane Catholic Education Office personnel. The aim of the meeting is to help identify strategies to support the child and family and remove barriers to non-attendance. Other agencies may also be invited, if parents agree.

• Compulsory Attendance Conferences. If school attendance does not improve, parents and sometimes their child, can be asked to attend a Compulsory Attendance Conference. The outcome of a Compulsory Attendance Conference is for the parties to agree to undertake certain actions to improve the child's attendance. These actions are agreed in writing in the form of an Attendance Improvement Plan.

• Compulsory Schooling Order. If previous attempts to resolve the issue of a child's attendance are not successful, legal compliance can be sought through an application to the Children's Court for a Compulsory Schooling Order. The aim is to assist a family and/or child to address the issues preventing satisfactory school attendance.

Attendance Facts

• Missing one day a week of school from Prep to Year 10 means missing two years and one term of schooling.

• Being half an hour late to school each day from Prep to Year 10 equals missing one year and one and-a-half terms of schooling.

• Being absent five days a term from Prep to Year 10 adds up to more than one year of missed schooling.

• There is a direct correlation between attendance and achievement.

• Frequent absences make it difficult for teachers who have to continually re-teach information and skills.

• Patterns of attendance/absence are set up in the early years of schooling.

• Poor attendance makes it difficult for students to form positive relationship with their peers.

• Research shows that students who are often absent from school are more likely to end up homeless, are overrepresented in the Juvenile Justice System and likely to earn less than their peers as adults.

Unless there are exceptional circumstances, the minimum acceptable attendance rate for the school year is 90%. If your child is, on average, missing more than 3 days per term they will not be meeting the expected minimum attendance requirements.

Under the Education Act of Queensland, parents and/or caregivers are held responsible for the regular attendance of all children in their care. There are legal implications for those parents who are unable to demonstrate they are meeting this responsibility.

FINANCE DEPARTMENT DETAILS

Fees and Levies collected at Sts Peter and Paul's School are used for the following purposes which are aligned to the Vision and Mission of the School to:

• Provide teaching, administrative, classroom support and facilities.

• Provide essential resources, materials, facilities and equipment.

• Assist with providing activities such as excursions.

• Support the School building program.

• Maintain buildings, grounds and other facilities.

The Sts Peter and Paul's School Parents and Friend's Association (P&F) also collects a levy through the school fee structure to support the initiatives of the parents and community within the school.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal for further information concerning the concession application process.

SCHOOL FEE AND LEVY COLLECTION PROCESS

1. School fees and levies are charged on a term basis during the first couple of weeks of the term in accordance with the School Fees and Levies Schedule (available on our website).

2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.

3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:

a. Extension of Time. If an extension is required, please contact the school finance office prior to the due date.

b. Payment Plans. Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal.

c. Fee Concessions. In cases of financial hardship an application may be made for a fee concession.

(i) Concession applications are accepted at the commencement of each year or at any point imitated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.

(ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and Sts Peter and Paul's School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.

(iii) Concession application forms are available at the school finance office. (iv) All matters are dealt with on a confidential basis.

FACTS

School Fee repayments via Direct Debit (Bank Account or Credit Card) - Sts Peter and Paul's Primary School have partnered with FACTS Management Australia (FACTS) as a payment option. You will have the freedom to manage your payments (via bank account or credit card), view your schedules, update your account and more. With FACTS, Sts Peter and Paul's Primary School still remains in control of all decision-making and where we need to, we will continue to work with our families should special circumstances arise during the school year. <u>This also means that the FACTS payment option will replace the previously used Direct Debit and Credit Card payment arrangement forms.</u>

RECOVERY OF UNPAID FEES

In fairness to families who pay their school fees regularly and on time, our school will follow up all overdue school fee accounts. In the first instance a reminder statement/notice/letter will be issued to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.

SIBLING DISCOUNT

Discounts are given to siblings who attend Sts Peter and Paul's Primary School at the same time. The discount is given on the base Tuition Fee only. Discounts are listed on the current Schedule of Fees.

AGREED PAYMENT PLANS

As mentioned above, our school offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the Principal.

We use the FACTS

CONFIDENTIALITY

All information which is made available to the School Principal will be treated with confidence. Information may be made available to the Financial Secretary and the Debt Collection Agency representing the School.

SCHOOL TUCKSHOP

Our Tuckshop is open 5 days a week.

- Up to date menus can be found via the Flexischools App.
- Please download the app, register an account and set up a profile for the student(s) you are ordering for.
- To avoid disappointment, all food needs to be pre-ordered via Flexischools.
- Ordered items are placed in a basket and collected by the class.
- There are no 'over the counter purchases' for Prep students.
- Purchasing for friends is not permitted due to allergies.

OUTSIDE SCHOOL HOURS CARE

Both before and after school care are available at Sts Peter and Paul's School (from 6:45am) and after school (until 6.00pm). This service is provided by Catholic Early Ed Care. Outside School Hours Care (OSHC) operates on the school site accessible via Victoria Street. This is a wonderful service for our families so if you need to use this service please contact the Co-ordinator on 07 3399 8268.

Catholic Early EdCare
WATCH THEM GROW

SCHOOL LIBRARY

Sts Peter and Paul's School 'Fr Lee Library' has a varied selection of recreational reading material and resources designed to suit children's interests and to encourage an appreciation of literature and reading. Class borrowing time provides children with a regular opportunity to select and borrow resources for their own interest and enjoyment.

Children are encouraged to make their own selections and once able to read, are taught how to choose books that they are able to read independently. Children may borrow books that they can read independently or read with assistance; books for looking at or books they may like read to them.

Loans are for one week. Books can be reborrowed after a week, but these must be returned to the library for reissuing. Children with outstanding loans are not permitted to borrow. Children with lost resources are not permitted to borrow until replacement costs have been paid. If a resource becomes damaged, it must be returned promptly. The library has repair materials which may save a damaged item. If severely damaged, a replacement fee may apply. Parents are invited to discuss concerns or problems in this area with the teacher-librarian. Library bags are required by all children and are supplied by the school to keep loans clean and secure.

UNIFORM INFORMATION

HOSIKOZI CLOTHING COMPANY

All uniform requirements can be purchased locally at Hosikozi Clothing Company:

Address: 349 Riding Road, Balmoral, 4171

Phone: 07 3899 3000

hosikozi.com.au

SECOND HAND UNIFORM ITEMS

The school does not have a second-hand uniform stall (either physical or web). Parents/carers may buy/swap/sell second-hand uniforms to other families independent of the school. Any online buy/swap/sell platforms should not include the school logo or name.

UNIFORM

Sts Peter and Paul's School values and promotes the school spirit and pride generated by students wearing correct school uniform and following appropriate grooming standards. Wearing the correct school uniform is a requirement of all students. Each student contributes to the public presence of the school within the wider community. While wearing the uniform both at school and away from school, all students are expected to uphold the values of the school with pride and dignity.

Wearing the correct uniform unites the students and contributes to creating a strong sense of community. The uniform promotes consistency and inclusion and uniform items carry the school logo, reinforcing the School Vision, Mission and Values. Uniform items have been selected for comfort, practicality and 'sun safety', with appropriate consideration also given to durability and affordability. As sun safety is a top priority for outdoor activities, all students must have and wear a school hat. All students should have sunscreen applied at home before school. 'No hat, no play' applies to all outdoor class activities and breaks. To ensure continuity of colour and style, all garments (unless specified) are available from Hosikozi Clothing Company.

GROOMING

The School Administration reserves the right to insist on appropriate hair design, cut and colour. The criteria being such that things be modest and in keeping with the need for uniformity and striving to comply with health standards (eg: Hair tied tightly to reduce the risk of head lice).

- Hair must be neatly groomed and shoulder length hair must be tied back off the face
- Hair attire eg: ribbons, scrunchies, headbands, plain hairclips must be blue in colour
- Hair MUST NOT be artificially coloured

Children must not be at school with:

- Coloured varnished nails
- Tattoos or decals
- Body piercing other than ears (gold/silver studs/sleepers)
- Make-up
- Hand drawings or writing on the skin

OUR AIMS ARE:

- To encourage students to develop a sense of personal pride in their own presentation and in the school; and
- to encourage students to take personal responsibility for their appearance and for maintaining their uniform items in good condition.
- For our students to wear our school uniform correctly and consistently.
- For our school uniform to be accessible and affordable for all families within our school community.

IMPLEMENTATION OF CODE OF DRESS

The Code of Dress is available on the Sts Peter and Paul's School website and regularly communicated to families so that all parents/carers are informed about what is required.

- Students are required to wear the full uniform each day as per the Code of Dress.
- The uniform worn is to be kept neat and clean.
- All clothing must be labelled with the child's name.
- The Sports Uniform will be worn on nominated sports days and the Formal Uniform on all other days unless notified by the class teacher.
- On special occasions e.g. free dress days, excursions or camps, please adhere to details outlined in notifications from the school.
- Staff members will check uniforms regularly to make sure students are wearing the correct uniform in a neat and tidy manner.
- If students are unable to wear the correct uniform, or any part of it, they require a note from parents explaining the reason.
- Students, who are wearing the incorrect uniform, or any part of it, will be reminded in the first instance of the expectations of the Code of Dress.
- If there is a period of time where a child is unable to wear the uniform, this will be considered on an individual basis in consultation with the Principal.

OUR COMMUNITY

PARISH INFORMATION

PARISH OF STS PETER AND PAUL, BULIMBA

The Parish of Sts Peter and Paul, Bulimba is served by Parish Priest, Fr Kevin Smith. The Parish is part of the Brisbane Archdiocese. The Parish Office is located on the same site as our school via 25 Main Avenue, Bulimba. The Parish Office can be contacted via telephone: 07 3399 4038 or email: bulimba@bne.catholic.net.au

Mass Times and additional information can be found on the Parish website http://www.bulimbacatholic.com/

The Sacramental Program is conducted by the Parish with support from the school. Parents are invited to attend Parent Workshops for their child's Confirmation, First Eucharist and Penance. The Archdiocesan guidelines have students in Year 3 receiving the Sacrament of Confirmation followed by First Eucharist in Year 4. Students will receive the Sacrament of Penance (1st Rite) in Year 5. All information regarding the sacramental program of the Parish of Sts Peter and Paul should be sought from the Parish Office.

COMMUNITY INVOLVEMENT

Sts Peter and Paul's School has been meeting the spiritual, educational and pastoral needs of young people in Bulimba for the over 100 years. Ours is a distinctive and genuine Catholic Community. It is founded in the spirit of the Good Samaritan Sisters and our Benedictine tradition and teachings of Compassion, Community, Excellence and Faith.

Community is important at Sts Peter and Paul's School and relationships are promoted and celebrated through positive interactions with students, teachers, parents and the Parish community. The partnerships we share assist us as we carry out our greatest responsibility - shaping the lives of the young people in our care.

At the core of our school's values is a deep belief in and rich tradition of care and concern for others. This provides the basis for activities and interactions between staff, parents and the wider Parish and local communities.

STS PETER AND PAUL'S SCHOOL PARENTS AND FRIENDS (P&F)

Our P&F participates in the optimum spiritual, intellectual, social and physical development of pupils in the school by:

• Providing a medium of support, information and involvement of parents/carers in their children's education and the school community.

• Developing collaboration between parents/carers and school staff.

• Promoting the principles of Catholic education.

• Fostering a distinctive Christian environment in the school.

• Providing a medium for parents/carers to participate at Diocesan, State and National levels.

P&F meetings are advertised via the School Newsletter. All parents and caregivers are most welcome to attend. For P&F related inquires please contact stspppandf@gmail.com

STS PETER AND PAUL'S SCHOOL BOARD

The role of the Pastoral School Board is visioning in nature. It involves developing school policies, communicating with parents the directions that the school will be taking, reviewing school budgets and guiding as a Community of Leaders. We have some very generous parents involved in the life of the Pastoral School Board and thank them for their ongoing commitment to the life of our growing school community. Under its constitution the Pastoral School Board is comprised of members from across the community. The membership of the Pastoral School Board consists of School Principal, Parish Priest, staff representatives and parent representatives. If you are interested in being a member of the Pastoral School Board when a place becomes available please contact pbulimba@bne.catholic.edu.au

SCHOOL ASSEMBLY

Attending school assemblies is a great way to experience our community. Assemblies alternate between Early Years (P-2) and Upper Years (3-6) with some whole school assemblies.

The Newsletter and the pinned post on the school Facebook Page advise which phase assembly is on each week and which class will be facilitating assembly prayer.

VOLUNTEERING OPTIONS

THE VOLUNTEER'S ROLE IN THE SCHOOL

Our aim is to give students the sense of feeling safe, being safe and valued as people so that they are secure and ready to learn. Volunteers play a significant role in the work and life of Sts Peter and Paul's School and they form part of our school community and assist in providing the optimal learning environment for students. Volunteers, visitors and parent helpers who are working or visiting our school are asked to sign in and out of the PassTab digital sign in record located at our school Administration office.

Brisbane Catholic Education require that all volunteers (parents, grandparents, etc) complete an online Training on Volunteer Code of Conduct and Third-Party Safeguarding Requirements annually. It takes about 30 minutes to complete and when completed, parents are asked to print out the Completion Form and forward to the Administration office. It supersedes any previous training or forms and must be completed annually for volunteers to assist us in any way – tuckshop, classroom assistance, excursions, discos, fundraisers, or any other time when parents come to school to volunteer.

ON-LINE TRAINING TO BECOME A VOLUNTEER

Under State Government legislation relating to Child Protection, every person who volunteers within a school is required to undergo **Volunteer Induction Procedures**. To make this process as easily accessible as possible for our volunteers, we have prepared the attached kit. You are asked to take a few minutes to read the attached documents, complete the online training and sign the Volunteer Registration form.

This pack includes:

- **How To Complete the Online Training – Help Sheet**
- **Code of Conduct for Volunteers and other Personnel**

- **Volunteer Statements of Responsibility**
- **Complaints Procedure**
- **Evacuation and Lockdown Procedures**
- **Volunteer and Other Personnel Registration Form** *(to be completed and returned)*

Please visit bne.catholic.edu.au and go to the Students and Parents tab then Student Protection for further training.

Once you are on the Brisbane Catholic Education website you will be required to:

1. Download and read the Code of Conduct for Volunteers and Other Personnel.

2. Complete the Volunteer and Other Personnel Registration Form once you have completed the training.

3. You will need to download, print and complete your registration form, which is contained within your online training. Return this form to your school's principal prior to commencing your role.

CLASSROOM VOLUNTEER

Volunteers are often invited into classrooms. Volunteering in a classroom may involve supportive listening, reading, helping with art, etc… If you are interested in helping out please contact your child's class teacher.

SUPPORT A READER PROGRAM VOLUNTEER

Volunteers are essential to the running of our Support-A-Reader Program. This program takes place a few afternoons a week before pick up and involves supportive listening. If you are interested in helping ouy please contact Mrs Mary Clarris, Program Coordinator via pbulimba@bne.catholic.edu.au.

PARENT ENGAGEMENT

Parent engagement builds strong levels of family partnership in our school community. At the core of the school's values is a deep belief and rich tradition of care and concern for others. Such care and concern is expressed through activities and a network relationships involving and including every person. As companions on the journey our care is witnessed through our friendly, supportive relationships, our sharing of joys and fears, our good communication and sensitivity to the needs of others. The individuality and confidentiality of each person, including their level of involvement, is imperative and needs to be safe guarded in a respectful community.

Follow school/class newsletters and social media to ensure you are up to date with opportunities to partner together with school staff for the benefit of our students.

COMMUNICATION

COMMUNICATION WITH FAMILIES

The values of excellence and community permeate the way we communicate. We see the wider community, especially our learners and families, as partners in the educational journey. We are committed to open communication as we Learn Together For Life where together we live, learn and celebrate. Here at Sts Peter and Paul's School we strive to keep our lines of communication friendly, open and available.

What this means is we make an effort to ensure our school community can easily access up-to-date school information electronically. Keeping informed with what is happening at Sts Peter and Paul's School by reading the weekly school Newsletter/News Flash, following our social media (e.g. Facebook) and regularly visiting our Parent Portal are some of the easiest ways to stay involved with your student's activities at school.

NEWSLETTER

Our school Newsletter is not printed but delivered to parents via the Parent Portal. This is a fortnightly update of what is happening here at school and a reliable source of information regarding school activities. Be sure to record important dates in your family calendar.

BCE CONNECT

BCE Connect is Brisbane Catholic Education's secure platform that serves as a central hub for school-related communication and family engagement. It is designed to keep parents, carers and school staff connected with their school community. Available as both a mobile app and through a web browser, BCE Connect provides easy access to important school information, updates and communication in one convenient place.

While BCE Connect can be accessed on the web, we are proudly mobile first, giving families the best possible experience through the app. The mobile app offers secure login using biometric authentication, such as fingerprint or facial recognition, along with real-time push notifications to help you stay informed wherever you are.

Your BCE Connect experience is tailored to your family's needs. You can log absences for one or more children, access school information, view important updates, and receive communications relevant to your family, all from a single platform. If your children attend different BCE primary or secondary schools, BCE Connect brings everything together in the one place, making it easier to stay informed and connected without needing multiple apps or accounts.

Designed with families in mind, BCE Connect is secure, simple to use, and built to support your day-to-day school journey. Whether you choose to access BCE Connect through the mobile app or a web browser, it helps make staying connected with your school easier than ever.

BCE Connect: Your ultimate school companion

EMAIL

Your child's class teacher will email you early in the school year and then on a regular basis with class specific information. You will be able to then communicate with them using their email address. As a general rule emails are read in 24 hours for the teacher to read the email and 48 hours to respond during the hours of 8am and 4pm. Of course, you can always contact the school directly via on 07 3399 1281 or pbulimba@bne.catholic.edu.au if you have questions or concerns. We recommend saving this email address and phone number to your phone contacts.

It is important for parents/carers to build and maintain a partnership with their child/ren's class teacher in the first instance. Should further support be required a parent may then make contact with the Assistant Principal Administration (P-2) or the Assistant Principal Religious Education (Years 3-6).

OUR WEBSITE

On our school website you will find a glimpse of Sts Peter and Paul's School. This is a site specifically designed to show the public what a great community we are and highlight some of our educational, community and spiritual achievements. www.stspp.qld.edu.au.

FACEBOOK & INSTAGRAM

Sts Peter and Paul's School has official school operated Facebook & Instagram pages: Sts Peter and Paul's School, Bulimba. For your child to appear on social media they must have media consent. You can view your child's media consent in the BCE Connect App.

SCHOOL CALENDAR

Important school calendar dates are published in the Newsletter in addition to a pinned post at the top of the official school Facebook Page each week. Please transfer these dates/details to your family calendar. Dates are subject to update so parents/carers are asked to regularly check the Newsletter and official Facebook Page to ensure they are up to date with what is happening.

ASSESSMENT AND REPORTING

Assessment is an integral part of every Sts Peter and Paul's School classroom. It is the process through which teachers identify, gather and interpret information about student achievement and learning. Teachers collect information both during, and at the end of each term and semester.

Sts Peter and Paul's School teachers use a variety of assessment tools including teacher observation, student/teacher consultation, focused analysis (examining specific details of student's demonstrations of learning), data monitoring tools, formative assessment tools, standardised testing and peer and self-assessments. Through using a range and balance of assessment techniques our teachers gather valuable data for all their learners.

Sts Peter and Paul's School teachers are committed to strong partnerships. Parents are invited to contact their child's class teacher whenever they have a concern and/or want more information regarding their child's learning.

There are many opportunities throughout the year for the curriculum to be communicated to parents/caregivers.

PARENT INFORMATION EVENING

These are held at the beginning of each year. Teachers explain class routines and provide general information about the year's programme.

INTERVIEWS

Parent/teacher interviews are offered at the end of Term 1 and again in Term 3 to report and discuss student progress and achievement. Interviews can be requested at any point throughout the year.

WRITTEN

A summative report is issued at the end of First and Second Semester. Class teachers email regular class newsletters communicating information regarding their class and/or year level.

NAPLAN

If you are interested in more information about NAPLAN, simply click the link below: http://www.nap.edu.au/

SAFE ENVIRONMENTS

FIRST AID

Teachers on supervision duty carry a First Aid Bag for minor injuries. If a student requires ice or further aid they are sent to the school office First Aid room. Our office staff are First Aid trained and will determine if students need a rest, should go home or if an ambulance should be called.

It is imperative that parent contact information be up-to-date so they can be easily contactable if their child is sick and needs to go home or there is a medical emergency.

MEDICATION

BCE has procedures and practices relating to medications administered to students at school or during school based activities. This means that all medication to be administered (given) to a student by school staff must now be medically authorised by a registered health practitioner.

Medication includes:

- Over-the-counter medicines – can be purchased from supermarkets, health food stores or on-line retailers. Examples include paracetamol, ibuprofen, antihistamines, alternative medicines, supplements, vitamins, etc.
- Pharmacy medicines – can only be purchased from a pharmacy. Examples include cough and cold medicines, heart burn medication.
- Pharmacist only medicines – can only be purchased from a pharmacy after speaking with the pharmacist. Examples include asthma inhalers, EpiPens, mild steroid creams, glucagon (hypokit).
- Prescription only medicines - can only be purchased from a pharmacy with a valid prescription from a treating health practitioner.
- Controlled drugs – such as Methylphenidate (*Ritalin, Artige, Concerta*), Dexamfetamine sulfate (*Aspen, Sigma*), Lisdexamfetamine (*Vyvanse*), opioid pain medication, etc.

EMERGENCY MEDICATIONS – ANAPHYLAXIS/DIABETES/EPILEPSY

Parents of a child requiring emergency medication need to provide the school with an Emergency Action Plan that is developed and signed by the prescribing health practitioner.

ALLERGIES

Students enrolled at our school who suffer from significant health problems deserve and require a supportive and flexible school environment that understands and responds to their individual needs. We have a responsibility and duty of care to minimise the risk of an anaphylactic reaction by students in our care.

We have children attending Sts Peter and Paul's School who suffer from an anaphylactic reaction to insect bites, peanuts and/or tree nuts and other various other things. These reactions can be serious and even life-threatening.

As a community we work together to minimise risks associated with being exposed to foods which trigger such attacks. All of the current literature available on food allergies and anaphylaxis suggests that prevention is the key to enhancing the safety of children with food allergies. Prevention includes taking precautions to minimise possible

situations in which children who have these allergies may come into contact with nuts or nut products during the everyday course of school life. Staff meet with these children and their families to develop a detailed management plan to address their particular needs. Acknowledging that it is impossible to avoid all foods that may contain nuts or nut products, by eliminating those that obviously do, will significantly improve the safety of our children.

School Procedures:

• Food is not allowed to be shared between children.

• Education for students on food allergies and healthy foods is incorporated into the school curriculum.

• Parents and guardians are encouraged not to include nuts and nut products, especially peanut butter and Nutella, in their child's lunch box.

> **Nut Aware**
> Please be reminded to be nut aware when packing school lunches.
>
> We cannot guarantee our school is free from nuts. E.g. baking containing almond meal may be pulled out of the freezer to put in a lunch box long after it is baked with the parent/carer packing the lunch unaware the lunch box item contains nuts.
>
> However, <u>we STRONGLY discourage the packing of any nuts/nut products</u> (e.g. peanut butter, Nutella etc)."

• We emphasize the importance of hygiene when eating food at home and at school – washing hands.

• Whilst the school can never entirely enforce or regulate what comes from home in each child's lunch box, nor where foods contain traces of nut oil, we hope people will assist in working towards minimising the risks and looking at alternatives to nut products.

KEEPING SICK STUDENTS HOME

Please keep students at home if they are unwell. Sick children do not perform well at school so please keep them home to rest and recover. The best way to prevent the spread of germs is to wash hands often. Take your child to the doctor if you are worried.

Keep your child home if they have any of the following:

• Fever (temp over 37.5°C).

• Stomach ache with vomiting.

• Stomach ache with diarrhoea (3 or more times in 24 hours).

• Cough with fever.

• Body sores or rash with fever.

• Sore eyes with pus or thick mucus.

• Sore throat with fever.

• No appetite, are tired, pale, cranky, or not feeling well.

HEAD LICE

Head Lice is a recurring problem in most schools. The eradication of head lice requires the cooperation and concerted efforts of all parents to ensure the early detection and prompt treatment of any infestation. Parents are requested to check their child's hair regularly as a proactive way to ensure Head Lice does not become a major problem in our school. Our Code of Dress clearly states that students with shoulder length hair are to please have it tied back; this is another proactive way to stop the spread of Head Lice.

We would ask that children who have Head Lice are not to come to school until their hair has been treated appropriately. It is not appropriate for our staff to individually check children's hair as this is the responsibility of the parent/caregiver.

For more information visit the "Managing Head Lice at Home" package available on the Queensland Health Website: http://conditions.health.qld.gov.au/HealthCondition/condition/14/165/351/head-lice

SUN SAFETY PROCEDURES

All children are required to wear the school hat when participating in any outdoor activities (PE Lessons, outdoor activities and play). Children without a correct hat will remain seated in the undercover areas of the school. Sunscreen should be applied prior to attending school. Sunscreen is available for reapplication throughout the day from the school office.

INFECTIOUS DISEASES

Parents are asked to advise the school at the earliest opportunity when their child has been diagnosed as suffering from an infectious disease such as chicken pox, diphtheria, mumps, whooping cough, measles, rubella (German measles), hepatitis etc. Children suffering from an infectious disease should be kept at home until the risk of infection to other children is passed. A comprehensive table giving relevant information can be found at: https://www.health.qld.gov.au/__data/assets/pdf_file/0022/426820/timeout_poster.pdf

FOOD AND NUTRITION

Please maintain a high standard of nutrition in the foods you give your child for Munch and Crunch (approx. 9:30am), 1st Break/Morning Tea (10:40am-11:10am) and 2nd Break/Lunch (1:10pm-1:40pm).

Most schools allow an opportunity for students to break for a quick 'Munch & Crunch' snack during the morning session. The reasoning behind this generally has formed because the distance between the time many students eat breakfast and the scheduled first break in the school day is significant. Generally, students should bring food items that can be quickly consumed and also meet a healthy criteria. We would like to see students bring fruit and vegetables.

• 1st Break Suggestions: Healthy sandwiches eg. meat/cheese/salad fillings.

• 2nd Break Suggestions: A small healthy snack eg. yoghurt, crackers, cheese, fresh or dried fruit or vegetable sticks. Foods which are very high in sugar and fat are discouraged.

Please ensure that lunchboxes are named and have adequate seals and closures. Given fridges are not available for children's lunches, it is necessary to provide insulated lunch bags or include freezer blocks to keep your child's lunch cool.

Please provide a drink bottle (of water only) for your child to have during both lunch breaks. Water is always available during the day for refilling. Whilst packaged food can be fun as an occasional treat, we do not encourage them to be placed in the children's lunchbox as an everyday food.

If your child has special dietary needs, please advise the teacher.

Healthy eating is important for students as they give children all the nutrients they need to:

• Grow and develop.
• Concentrate and learn well at school.
• Stay healthy throughout childhood and adulthood.

Children don't always know what food is best for them — they need to be guided. Healthy eating means choosing a wide variety of foods every day from the five food groups:

• Plenty of vegetables of different types and colours.
• Fruit.
• Grain (cereal) foods, mostly wholegrain, such as breads, cereals, rice, pasta and noodles.
• Lean meat and poultry, fish, eggs, nuts and seeds, legumes/beans.
• Milk, yoghurt, cheese, and their alternatives, mostly reduced fat.

Always start your child's day with a healthy breakfast. If you pack a lunchbox for your child, include at least one item from each of the five food groups listed above for healthy growth and development. And remember, water is the best thirst quencher!

For more information visit "A healthy start to school tool kit" on the Queensland Government website: http://education.qld.gov.au/schools/healthy/healthy-start/index.html

WASTE FREE TUESDAY

We invite all families to join this exciting revolution by reducing or eliminating packaging from lunch boxes on Tuesdays. At Sts Peter and Paul's School we're strongly committed to the Waste Free Tuesday movement. In line with Pope Francis' compelling encyclical on the environment, Laudato Si'. Through Laudato Si, Pope Francis explains why and how we should provide 'Care of Our Common Home'. It provides an important insight into how the world's climate is drastically changing and the impact we as humans have played as a direct consequence of our unsustainable, throwaway culture. At Sts Peter and Paul's School we support Laudato Si and in accordance with the hopeful conclusions offered by Pope Francis, we are determined, in our own small way, to show our children that we can all contribute positively to the sound ecological management of our planet.

Central to the ecological conversion is a significant shift in our thinking and our practices regarding waste. As parents it also challenges us to think about our reliance on throw away plastic. The Sts Peter and Paul's School community see it as our responsibility to care for the environment and the hope is that a movement towards Waste Free Tuesday lunch boxes' will not only have a tangible impact on waste reduction but help educate our students about their own personal ecological footprint. Waste Free Tuesday also reduces the grocery bill and helps to provide healthy lunch options for our children.

KEEPING OUR SCHOOL CLEAN

The cleanliness of the school is a high priority. It contributes to ensuring Sts Peter and Paul's is a safe environment. Cleaners are employed to clean the school daily. However, it is the responsibility of all members of the community to keep the school environment clean and tidy and support the school wide expectations - "Be Respectful", "Be Safe", "Be a Great Learner".

BEHAVIOUR SUPPORT PLAN

Sts Peter and Paul's Catholic Primary School operates within the Archdiocese of Brisbane and as such is responsible for the dedication to Brisbane Catholic Education's Mission to "Teach, Challenge and Transform." Willingly accepting this responsibility, Sts Peter and Paul's School also aims to "Learn Together For Life".

Our school aims to establish an environment where we can:

• Build positive relationships where each person is welcomed, respected and valued.

• Embrace each person as we listen to the voice of God with the ear of our heart.

• Encourage and support each person while using their unique gifts as we commit ourselves to the service of shaping and enriching world.

• Accept the growth and development of each person as we find God in the everyday rhythms of life.

We believe that in developing a consistent, proactive approach both to educating our students about behaviour choices and managing these choices, that we are most able to positively influence the fulfilment of our mission and the achievement of the aims and goals of our school community.

Click the following links for further detail:

- Sts Peter and Paul's School Bulimba Student Behaviour Support Plan
- Sts Peter and Paul's School Safeguarding Plan

BEHAVIOUR RECOGNISED

Our school believes that educating children about behavioural choices is more appropriate than simply responding to behaviours both positive and negative. Our school's focus on acknowledging exemplary behaviour not only as a reward for the students involved but also as a means of teaching and guiding others.

We acknowledge also that it is inevitable that at times students will not respond appropriately to the clearly defined structures which exist within the school. At these times, the children involved and other members of our school community may be either unsafe or prevented from participating appropriately in the teaching and learning process.

The expected behaviour matrix forms part of a consistent and collaborative process within school and in partnership with parents, explicitly teaches expected behaviours.

Our processes ensure safety and access to teaching and learning for all, in addition to individualised further education and appropriate consequences for the student or students determined to have acted irresponsibly.

We recognize that the influences on our approaches to behaviour education and management are multi layered. Careful work has ensured however that all mission statements beliefs and values are connected.

These practices ensure the children make clear links and understand how our behaviour education and management strategies align with our values and beliefs.

BEHAVE AND RELATE RESPONSIBLY

The establishment of our Expected Behaviour Matrix exemplifies our commitment to the promotion and development of a safe and supportive environment. The Sts Peter and Paul's School Wide expectations are encompassed in our '3 Bees':

- Be Respectful
- Be Safe
- Be A Great Learner

SOCIAL AND PERSONAL CAPABILITIES

In the Australian Curriculum, students develop personal and social capability as they learn to understand themselves and others, and manage their relationships, lives, work and learning more effectively. Personal and social capability engages students in a range of practices including recognising and regulating emotions, developing empathy for others, understanding, establishing and building positive relationships, making responsible decisions, working effectively in teams, handling challenging situations constructively and developing leadership skills.

Personal and social capability supports students in becoming creative and confident individuals who, as stated in the Melbourne Declaration on Educational Goals for Young Australians (MCEETYA 2008), 'have a sense of self-worth, self-awareness and personal identity that enables them to manage their emotional, mental, spiritual and physical wellbeing', with a sense of hope and 'optimism about their lives and the future'. On a social level, it helps students to 'form and maintain healthy relationships' and prepares them 'for their potential life roles as family, community and workforce members' (MCEETYA, p. 9).

Students with well-developed social and emotional skills find it easier to manage themselves, relate to others, develop resilience and a sense of self-worth, resolve conflict, engage in teamwork and feel positive about themselves and the world around them. The development of personal and social capability is a foundation for learning and for citizenship.

Personal and social capability encompasses students' personal/emotional and social/relational dispositions, intelligences, sensibilities and learning. It develops effective life skills for students, including understanding and handling themselves, their relationships, learning and work. Although it is named 'Personal and Social capability', the

words ‘personal/emotional’ and ‘social/relational’ are used interchangeably throughout the literature and within educational organisations. The term ‘social and emotional learning’ is also often used, as is the SEL acronym.

When students develop their skills in any one of these elements, it leads to greater overall personal and social capability, and also enhances their skills in the other elements. In particular, the more students learn about their own emotions, values, strengths and capacities, the more they are able to manage their own emotions and behaviours, and to understand others and establish and maintain positive relationships.

More can be learned about Social and Personal Capabilities here:
https://www.australiancurriculum.edu.au/f-10-curriculum/general-capabilities/personal-and-social-capability/

RESTORATIVE PRACTICES

Restorative Practices are used at Sts Peter and Paul’s School to support our school-wide expectations also known as our ‘3 Bees’ (Be Respectful, Be Safe & Be A Great Learner). Restorative Practices recognises that life is about working out the just, wise and compassionate response in a given situation. Restorative Practices sit comfortably with our school values of Compassion, Community, Faith and Excellence.

At times during the year, your child may come home with a form as part of this restorative process. If behaviour which is not in line with our school-wide expectations is repeated over time, your child may be part of a discussion with a member of the school leadership team. This discussion will focus on what area of the school-wide expectations needs to be worked on and how the child may restore their place within a relationship/group. This form may be sent home to provide a tool for a follow up conversation between parents/carers and their child.

BULLYING

At Sts Peter and Paul’s School We believe that everybody has the right to feel safe at school. We will not tolerate any actions which undermine the right of others to feel safe. Bullying behaviour at Sts Peter and Paul’s School is unacceptable. Each member of the school community is responsible to not participate in incidents of bullying. Participating as a bystander is not appropriate. It is the responsibility of each member of the school community, including parents and caregivers, to inform the school by contacting the class teacher, of any bullying situations of which they are aware. Students, parents and staff work in collaborative partnerships to ensure that the school community is safe for all. Procedures are in place at Sts Peter and Paul’s School which respond to suspected bullying. Our Student Behaviour Support Plan outlines our agreed definition of bullying.

STUDENT PROTECTION INFORMATION

At Sts Peter and Paul's School all classrooms display the 'Be a hero when it comes to your safety' posters to discuss the following key ideas regarding students' personal safety:

• We all have the right to feel safe all the time

• Nothing is so awful that we can't talk about it with someone

• Students develop their own personal network of adults they trust

• Students are encouraged to talk to these people if they feel unsafe at school or away from school.

The concept of persistence is stressed i.e. students are encouraged to keep talking until someone listens and something is done to help them feel safe again. All staff participate in student protection professional learning to assist them to understand their legal, policy and pastoral responsibilities and to respond appropriately to student protection concerns. All volunteers are also required to complete student protection training.

The students of Sts Peter and Paul's School, and their safety and wellbeing, are our priority. Sts Peter and Paul's School is committed to the protection of all our students from harm and abuse. Our current Student Protection Contacts are available here.

REPORTING OF CONCERNS

At Sts Peter and Paul's School, any concerns or reasonable suspicions we have about a student's safety and wellbeing or the behaviour of a staff member or volunteer which a student considers to be inappropriate, will continue to be managed in accordance with Brisbane Catholic Education Student Protection Processes.

FAMILY AND CHILD CONNECT

The Department of Communities, Child Safety and Disability Services, has now established Family and Child Connect services to provide support to families. Please make contact with the school if you feel your family may benefit from contact with a Family and Child Connect Service or a local support service.

CONCERNS OR FURTHER INFORMATION

Parents and students should talk to the Student Protection Contact, the Principal or the class teacher if there are any concerns about the safety and wellbeing of any student or concerns about the behaviour of a staff member or volunteer. We take all reports seriously and will handle them in accordance with our Student Protection Processes. Please contact the Principal or Student Protection Contact if you have any questions or concerns about any matter or require further information about student protection. Further information can be accessed via Brisbane Catholic Education's public website www.bne.catholic.edu.au. Under the 'Students and Parents' tab select 'Student Protection' from the drop down menu.

SOCIAL EMOTIONAL EDUCATION

The Australian curriculum requires that social emotional education is embedded in the wider curriculum across all year levels. Families can enquire with the school Guidance Counsellor for more information.

TRAFFIC MANAGEMENT

With almost 600 students being picked up and dropped off at peak times each day means the streets around our school are extremely busy. Our goal is to provide a safe, pleasant and friendly experience for all families/vehicles entering and exiting our school. We are blessed and thankful for a Prep car park which would be the envy of most schools. This is for the exclusive use of Prep parents wishing to park and walk in to drop off or collect their students. Alternatively, parents may wish to use the stop, drop and go zone. Parents need to be sensible and thoughtful because your actions have an impact on our whole school community. Please be part of the solution.

SAFE PROCEDURES

All Sts Peter and Paul's School families are expected to adhere to our pick up procedures. It is most important that cars can access pick up/drop off zones and buses can get through when necessary.

Remember: 'Drive-through' does not mean 'waiting spot'. Please do not park or walk away from your vehicle in the drive-through zones. If we work together, and follow these drop off/pick up zone practices, we can achieve safe and smooth traffic flow.

BEFORE SCHOOL DROP OFF

All students are required to be at school prior to the 8:40am bell at the start of the day, until the final bell for the close of school, which is 3:00pm. Supervision starts at 8.20am. When the first bell rings at 8:40am students are asked to line up (Prep students at their classrooms, older students in the hall/under-croft).

DROP OFF/PICK UP ZONES

These are two-minute, NO STANDING zones designed for quick and easy 'kiss and drops'. Collins Street should be used by students in Years 3-6 and Alexandra Street for students in P- Year 2. Only children who can independently get into/out of their vehicle with their belongings and buckle/unbuckle their seat belts in a timely manner should use these zones. These zones are not for use by Prep students in Term One. Please be considerate of other vehicles and students by not stopping here for longer than 2 minutes and using extreme caution while entering and exiting.

Parking in drop off zones is strictly prohibited. Parents are asked to remain in the car in pick up/drop off zones. Students should disembark the vehicle from the left-hand side in drop off zones. Please give-way to other exiting vehicles as you depart.

DISPLAYING YOUR CHILD/REN'S FAMILY NAME CARD

To use our pick up/drop off zones to the best of their ability families are asked to display their family name on their passenger side sun shade. When staff on duty can see your family name card from a distance they can have your child ready and waiting to get into your vehicle quickly and safely. If staff have to ask for your child's name as you drive up, it slows the pick-up process dramatically. If it is necessary to assist your child with their seat belt, please refrain from using the pick up/drop off zones – park and walk in to meet your child instead. This eliminates traffic congestion during the loading process. Parents are asked to remain in their vehicles at all times when picking up via the drive through. If parents arrive early and their child is not present to be collected, they must drive through the pickup zone and re-join the end of the queue.

PARK TO WALK IN AND PICK UP

If you wish to walk in and collect your children personally we ask that parents/carers remain off site until 2:50pm. Once on school grounds Prep parents may wait inside the Adventure playground away from classrooms to avoid distraction from teaching, learning and afternoon routine. Years 1-6 parents please wait near the handball courts/hall as students will come down for collection from there. We also recommend parents inform their children where they will be picking them up on a daily basis.

Please ensure that all driveways, intersections and access points remain clear at all times. Parking in these areas is strictly prohibited.

RETHINK YOUR PICK UP TIME

We also encourage parents to consider collecting their children a few minutes later in the afternoon. School staff will be on duty in pick up zones until 3:20pm to ensure students will be safely supervised throughout the entire pick-up time period. Please queue no sooner than 3:00pm at the drive-through pick up zones.

WALKING OR RIDING TO/FROM SCHOOL

It is required by law that all cyclists wear a helmet riding to and from school. Cyclists must dismount their bikes at the footpath. Students then walk their bikes across the handball courts to the bike racks located in the bike shed beneath the hall.

We need to be sensible and clever at pick up/drop off time because our actions have an impact on our whole school community. Please be part of the solution. Thank you for your assistance and cooperation.

OUR TEACHING

CURRICULUM OVERVIEWS

The overarching goal for learning at Sts Peter and Paul's School is to educate all to live the gospel of Jesus Christ as successful, creative and confident, active and informed learners, empowered to shape and enrich our world.

At Sts Peter and Paul's School we use the Australian Curriculum to make informed decisions about what our students should be taught.

Our teachers collaboratively plan teaching and learning opportunities in alignment with the curriculum in ways that best meet students' needs and interests.

We fully implement all Learning Areas of the Australian Curriculum from Prep to Year 6 in addition to the Religion Curriculum outlined from Brisbane Catholic Education.

- Religion
- English
- Mathematics
- Science
- Humanities and Social Sciences (Prep to Year 6: History and Geography, Years 3 – 6: Civics and Citizenship and Years 5 – 6: Economics and Business)
- Technologies (Digital Technologies and Design Technologies)
- The Arts (Dance, Drama, Music, Visual Arts and Media Arts)
- Health and Physical Education
- Languages (Prep – 6: Japanese)

Early Years Contexts for Learning are used in Prep to Year 2 to provide a balanced teaching, learning and assessment program that encompass investigations, play, routines and transitions, real-life situations and focused learning and teaching.

Information communication learning technology (ICLT) is an integral part of teaching and learning at Sts Peter and Paul's School. We give each child the opportunity to develop appropriate skills through specific classroom teaching and learning within the Technology Curriculum and by integrating the use of a variety of technologies in the contexts of other learning areas, to prepare them for a society where ICLT is present in every facet of life.

Sts Peter and Paul's teaching and learning is informed and guided by the following:

- Sts Peter and Paul's School Vision, Mission and Values Statement
- Brisbane Catholic Education Learning and Teaching Framework
- Australian Curriculum
- The Alice Springs (Mparntwe) Education Declaration

Teachers use the above-mentioned frameworks to plan collaboratively with their peer teachers and Primary Learning Leader (curriculum) to create unique, meaningful and challenging learning for our learners. Sts Peter and Paul's School promotes high expectations for all learners and strives to deliver excellence in teaching and learning to support our learners as they progress in their learning journey.

TEACHING AND LEARNING WITH TECHNOLOGY

At Sts Peter and Paul's School we use technology to support student learning and help students become more effective, critical and knowledgeable learners. Through the use of 1 - 1 (in Years 2-6) and class shared devices (in Prep - 2) students get to experience a plethora of learning experiences across the curriculum while learning about the ethical and legal responsibilities that come with these devices. Devices in P-3 are not take-home devices and remain at school while the students learn about safe and responsible use of devices.

With the privileges that these devices afford our students, come responsibilities that are clearly articulated in our Acceptable Use of Technology documents. Students are provided with education on Digital Citizenship and use different devices, apps and software to fulfil the requirements set out in the Australian Curriculum. Our teachers plan, with the General Capabilities in mind, while incorporating the skills, knowledge and understandings that are required to be effective learners in our digital world.

Our Objectives include:

• Our students being taught to use technology in a safe and appropriate manner and follow all rules and requirements when in use.

• Our students understanding the importance of confidentiality and cyber safety and are being aware of and alerted to these dangers.

• Our students respecting copyright obligations associated with using this technology.

To ensure students get the most out of their experiences and that the devices are cared for effectively we emphasise the point that school devices are to be used for educational purposes only. This extends to the network, Internet and all equipment that students use on a daily basis at our school.

Consequences for infringements are in consultation with parents/carers and applied according to severity. These range from partial loss of devices to total confiscation and even suspension. We believe it is imperative, for safety and sustainability, that all students follow the '3 Bees' (Be Respectful, Be Safe, Be A Great Learner)/our Expected Behaviour Matrix as it relates to this area of the curriculum and when using technology at school.

We encourage all parents and students alike, to read the relevant documentation and ensure that they abide by these principles to empower all users to get the most out of these devices.

HOMEWORK

At Sts Peter and Paul's School we are conscious of the effect that societal changes have on families and are aware that each family has its own unique way of life. In today's world, families are constantly faced with challenges. We at Sts Peter and Paul's School do not want homework to be another challenge. We want homework to be a positive time for interaction between the child and the family. Teachers in collaboration with their colleagues will set homework for each year level. If homework completion is a cause of stress for your family, it is important to contact the classroom teacher to discuss individual needs and negotiate a positive solution.

We believe purposeful learning in the home environment will assist and support the student's learning process.

THE BENEFITS OF HOMEWORK INCLUDE:

- The development of positive life habits, attitudes and life skills such as, time management and organisational skills.
- The consolidation of concepts taught in the classroom, including practice, preparation and extension.
- The potential to influence student achievement.
- The potential to foster communication between the school and home.

We believe that homework is a partnership between school and home, with the teacher, parent/s and child each having responsibilities.

THE TEACHERS ROLE IS TO:

- Communicate expectations clearly to students and parents.
- Provide meaningful feedback to students.
- Set reasonable and relevant homework.
- Set a flexible time frame.
- Maintain open communication with parents and students.

THE PARENTS ROLE IS TO:

- Provide an environment for the child where supervision, encouragement and help are provided.
- Respect the child's knowledge and skills.
- Communicate with the teacher and sign homework, if requested by the class teacher.

THE STUDENT'S ROLE IS TO:

- Be responsible for the completion of their homework to an acceptable standard.
- Seek help from the teacher or family when needed.

AS A GUIDE:

Prep	10 minutes is recommended, including daily reading
Year 1	10 – 20 minutes is recommended, including daily reading, sight words and spelling
Years 2 & 3	20 – 30 minutes is recommended, including daily reading, spelling and mathematics
Years 4 to 6	30 minutes is recommended, including daily reading, spelling and mathematics

STUDENT LEADERSHIP OPPORTUNITIES

Sts Peter and Paul's School holds the belief that all students are capable of being leaders and value the active involvement of students in all areas of school life. As a Catholic school founded in the tradition of the Good Samaritan Sisters we draw on our Benedictine tradition, and believe that all students are important members of our school

community and have the ability and responsibility to participate in decision making. Through active participation, students are guided to reach their full potential as individuals and as members of a community.

Through Leadership Ministries students have the opportunity to lead initiatives across a wide range of areas within our school community. Year 6 students have the opportunity to explore each ministry across their final year of Primary schooling.

Our Leadership Ministries:

Catholic Identity

Recreation & Sports

Sustainability

Community

AVAILABLE STUDENT ACTIVITIES

Beyond classroom learning and teaching, various opportunities exist outside of school and on offer from external providers. Most of the following activities will happen on a weekly basis, before or after school (depending on the instructor). These activities are advertised via the School Newsletter and via school social media (e.g. Facebook).

Some such activities include:

- Tennis Lessons
- Go Sports (soccer, netball, touch football)
- Rookies 2 Red clinics
- AFL Auskick clinics
- MiniRoos
- Athletic development
- Drama
- Chess Mates
- Piano tuition
- Guitar tuition

Once opportunities have been advertised via the school Newsletter/social media, external providers should be contacted directly for further information.

Cocurricular activities offered internally by our staff include: Choirs, Debating, QCup Netball, Maths Olympiads, AFLQ Cup, Rugby 7s Cup, Readers Cup and various Zone 2 Catholic Schools opportunities.

STARTING PREP

WHAT TO EXPECT IN THE FIRST WEEK OF PREP

All Prep children will commence Prep in Week 1 of the school year. Half of each class will start on day one and the other half will start on day two (as communicated by the school following orientation). All children will then attend full school days 8:40am - 3:00pm.

MEETING YOUR CHILD'S TEACHER

Early opportunities are made available to meet your teacher. Teachers will contact families with opportunities early in the school year.

ROUTINES

At the beginning of the year, children may need help with remembering routines and looking after their belongings. However, encouraging children to become independent by letting them be responsible for putting their belongings in the appropriate places on arrival and for collecting them at going home time (packing their own bag), is a most worthwhile practice and is highly recommended.

BELONGINGS

To avoid loss, and so that items may be returned, it is essential that all belongings be clearly marked with your child's name right from the beginning of the school year. Please label EVERYTHING - shoes and socks, hats, school bag, jackets, lunch boxes, togs, underwear etc. A clearly identifiable bag tag should be placed on your child's bag to differentiate it from their peer's bags.

BOOK PACKS

A link to order Book Packs is emailed to all families in Term 4. These are to be ordered online by each family with an opportunity to drop off to your child's classroom prior to their first day of school. Dates and times will be communicated to families closer to the date.

BIRTHDAYS

In Prep, we welcome the celebration of birthdays. If you wish to send in a treat for your child's birthday, please ensure these treats are items that are easy to share. Freddos or icy poles are ideal, rather than a birthday cake.

CLASS NEWSLETTER

Each Prep class will receive a weekly update via email.

PHONES/SMART WATCHES

Children are required to hand in mobile phones and other personal electronics (including watches with phone or messaging capability) to the office before school and then collect them from the office after school. These devices are not permitted on students during the school day as the school office is the point of contact for parents/carers during this time. Interruption to learning and the lesser likely concern of theft are good reasons for these items to be safely stored during the school day.

TOYS/VALUABLES

Children are asked to leave toys, electronic equipment and precious items, including collector cards and sports equipment, at home. Losses and breakages can cause upset/distress.

PREPARING FOR PREP

READING READINESS

At the beginning of the Prep year teachers will be working with your child to identify their reading readiness. Early analysis of reading readiness supports teachers to identify knowledge and skills that meet the needs of their learners when planning and teaching the curriculum learning intentions.

Analysis of reading readiness involves a focus on:

- Concepts About Print
- Sound Letter Knowledge

Knowledge and understanding of concepts about print and sound and letter knowledge, along with the ability to apply these, is essential for beginning reading and are key building blocks that support a student to become a successful receiver and producer of text.

Your child's teacher will work with your child to see if they can:

- recognise how print works
- knows where to start reading
- can follow the direction print travels
- knows the role of words and images
- knows how words and sentences are constructed
- can recognise the letters of the alphabet
- knows that there are lower- and upper-case letters
- knows that letters of the alphabet can represent spoken sounds.

SOUND LETTER KNOWLEDGE

An accurate predictor of reading achievement is a child's knowledge of, and ability to recognise and name, the upper- and lower- case letters of the alphabet early in the Prep year.

In the lead up to Prep, students should be immersed in print-rich environments. Consolidation of Sound Letter Knowledge should be connected to meaningful reading and writing. Connected learning assists children to transfer this knowledge to classroom learning experiences.

INCIDENTAL HOME LEARNING

There are a number of activities that families can engage in at home that can support the development of Concepts About Print and Sound Letter Knowledge:

- Puzzles
- Alphabet ordering/ sorting /playing (magnetic letters on the fridge)
- Games (memory /bingo/snap with multiple sets of alphabet cards)
- Playdough – making/copying letters
- Craft – adhesive letters can be purchased from craft/dollar stores
- Sound and rhyme games
- Writing name /writing friends' names
- Hopscotch with letters
- Obstacle Course – targeting some letters/sounds
- Home corner – writing menus, letters, notes
- Writing letters/cards to family members
- Commercial programs – e.g. Reading Eggs, Maths Seeds, Teach Monster, Red Writing