

St Patrick's Catholic Primary School

Bundaberg



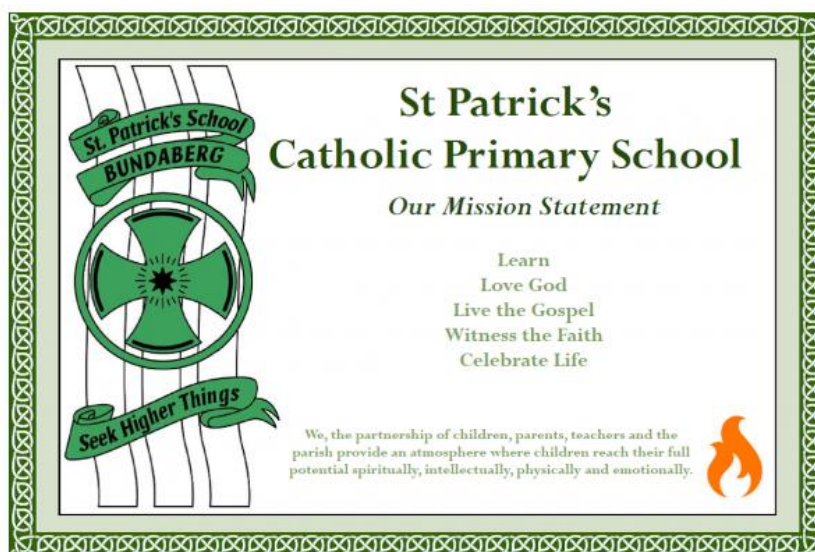
Prep Parent Information Handbook 2023

Contents

Mission Statement	4
St Patrick's Catholic Primary School Website & Facebook Page	4
School Term Dates - 2023	4
Daily School Routine	4
Welcome to St Patrick's Prep.....	5
What to Bring on the First Day of Prep.....	5
What to Expect on the First Day of Prep.....	5
Prep Drop Off Routine	5
Prep Pick Up Routine	5
Reducing Anxiety	6
Prep Daily Routine	6
Prep Weekly Routine	6
Prep Parent Interviews - Week 1 2023	6
Prep Curriculum	7
Seesaw	7
Homework.....	8
Student Absences.....	9
Late Arrivals/Early Departures.....	9
School Access	9
Administration Carpark.....	9
Visitors to School	9
Adult Toilets	9
Medication at School	10
Nude Food and Brain Break	10
Nuts and Nut Products.....	10
Tuckshop	10
Sausage Sizzle.....	10
Birthdays	10
Christmas Treats	11
Smartwatch Policy.....	11
Lost Property.....	11
Sunsmart Policy.....	11
School Uniform	12
Newsletter & Communication	14
Parent Start of Year Checklist	14
Excursions	15

Out of School Hours Care (OSHC) Program	15
Counselling.....	15
Sports.....	16
Instrumental Music and Choir	16
Annual Social Events	17
Pick Up & Drop Off Zone – Mulgrave Street.....	18
Pick Up & Drop Off Zone – Powers Street	19
Pick Up and Drop Off Zone Map	20
Fees and Charges 2023	21
Qld Health Time Out Fact Sheet	23
Pencil Grip Fact Sheet	25
Paper Position Fact Sheet	25
Beginner’s Alphabet Guide	26

Mission Statement



St Patrick's Catholic Primary School Website & Facebook Page

Please refer to our website page <https://saintpatricks.qld.edu.au/> for more extensive information on what we offer at St Patrick's Catholic Primary School. To keep up to-date with more of our latest news please like our school [Facebook](#) page which is updated regularly with photos and events.

School Term Dates - 2023

TERM 1	Monday 23 January – Friday 31 March <ul style="list-style-type: none"> • Australia Day Thursday 26th January • Pupil Free Day Friday 17th February 	10 week term
TERM 2	Monday 17 April - Friday 23 June	10 week term
TERM 3	Monday 10 July - Friday 15 September <ul style="list-style-type: none"> • Pupil Free Day – Friday 1 September 	10 week term
TERM 4	Tuesday 3 October - Friday 1 December	9 week term

Daily School Routine

First Bell	8:35am
Session 1	8:42am – 10:55am
Lunch	10:55am – 11:40am
Session 2	11:40am – 1:40pm
Afternoon Tea	1:40pm – 2:00pm
Session 3	2:00pm – 3:00pm
Bus Bell	2:45pm
Finish	3:00pm

Welcome to St Patrick's Prep

Throughout Prep your child will develop and learn many skills, and at the end of the year they should:

- Be responsible
- Be independent
- Be great at sharing with their peers
- Begin to develop oral language, literacy and numeracy skills
- Be a problem solver
- Develop physical gross/fine motor skills
- Be self-confident
- AND LOTS MORE!

What to Bring on the First Day of Prep

- Water bottle and lunchbox (including Brain Break snack)
- Prep Booklist items

What to Expect on the First Day of Prep

- The Prep doors will open at 8:15am and you will be greeted by the classroom teacher.
- Various activities will be set up within the classroom. Please take the time to read a book or complete an activity with your child to ensure they are feeling positive and comfortable in their new classroom environment. You are welcome to stay with your child until 8:45am on the first day.
- Some children may become upset when you leave. Rest assured this is normal, and they normally settle very quickly after you depart. To help we do encourage that when you say goodbye, it is best to leave straight away to reduce this anxiety.
- For the first week of Prep our days end at 12:00pm and we ask that you meet your child at the classroom for collection.

Prep Drop Off Routine

The school day commences at 8:35am. The bell rings and the Prep students will line up outside their classroom with their teacher. Whole school activities commence at 8:40am (Courtyard Prayer Tuesday to Thursday) and we will move promptly from the classroom to the courtyard to be seated by 8:40am. Please say your goodbyes prior to the 8:35am bell. Students who arrive to school earlier than 8:15am will need to be seated with all other students at the covered seating area adjacent to the Prep classrooms. At 8:15am teachers will then take these students to the Junior Play until the 8:35am bell. No children are permitted to be in areas unsupervised by the teacher on duty.

Prep Pick Up Routine

The school day finishes at 3:00pm and children will be dismissed from their classroom. Please collect your child from outside the classroom or from one of the pick-up zones available to parents. If you choose to utilise the pick-up zone, please ensure your child is familiar with the path you wish them to take and the area you would like them to be in. A teacher will supervise each pick-up zone until 3:20pm.

Reducing Anxiety

To reduce anxiety associated with children who are starting school for the first time, we implement the following procedures:

- We label everything such as seats, port racks etc
- We maintain the same routine day to day and week to week
- We set clear expectations for the student

We encourage parents and carers to:

- Label all items (except shared stationery such as pencils, crayons, gluesticks)
- Purchase Velcro shoes to assist them to be independent
- Communicate clear meeting points at 3:00pm
- Pack a set of spare clothes in your child's bag
- Practice opening containers and packets of food items
- Discuss what to eat at brain break, lunch and afternoon tea

Prep Daily Routine

Brain Break	10:00am	Quick healthy snack
Lunch	10:55am – 11:15am	Eat in Prep eating area under teacher supervision
	11:15am – 11:35am	Play in Junior Playground under teacher supervision
Afternoon Tea	1:40pm – 2:00pm	Eat in Prep eating area under teacher supervision

Note – Tuckshop is available Monday to Thursdays. Sausage Sizzle available every Friday unless advised otherwise. Please advise the class teacher if your child has a food allergy so that we can be aware of this when supervising at eating times.

Prep Weekly Routine

Each week your child will attend:

- Music and Physical Education classes
- Library for book borrowing
- Courtyard Prayer on Tuesday, Wednesday and Thursday

Prep Parent Interviews - Week 1 2023

School for 2023 commences Monday 23 January and for the first week Prep students will attend until 12 o'clock each day. From midday, teachers will then utilise this time to meet with parents regarding their Prep child.

Appointments for Parent teacher interviews are to be made via our online Parent Lounge portal. Login details for Parent Lounge are contained within this handbook and appointments can be made online from late January 2023. A text message will be sent out from the school to advise when interviews are open for bookings. Times will commence at 12:05pm and go through until 3:00pm Monday, Tuesday, Wednesday and Friday of Week 1. Please ensure to book an appointment to meet with your child's teacher in Week 1.

Prep Curriculum

The implementation of the new Australian Curriculum saw a major change in the academic expectations for Prep aged children. Parents can access a copy of the current Australian Curriculum at <https://v9.australiancurriculum.edu.au/>

In Prep we have certain guidelines for teaching the following subject areas:

- Religion
- English
- Maths
- Science
- Humanities and Social Sciences (HASS)
- The Arts
- Technologies
- Health & Physical Education

As well as the Australian curriculum guidelines, we follow the Early Years Curriculum Guidelines in the areas of Social and Personal Learning and Active Learning Processes.

Contexts for Learning - Children in Prep learn through focused teaching and learning, real life situations, investigations, routines and transitions and through play.

Assessment and Reporting - In Prep, we will assess your child using observations, checklists and through their individual work samples. You will be given the opportunity to follow your child's progress through:

- Parent Teacher Interviews – Term 1 and Term 3
- Report Cards – Term 2 and Term 4

Seesaw

In Prep, teachers utilise the Seesaw app which works both as a student portfolio and as a way of communicating with parents. Teachers will often post reminders, information about upcoming events, student work samples, assessment pieces and photos of students. This app is available for download to smart phones and tablets through both the Apple store and the Android store. You can also access the Seesaw website from a computer. You will be provided with your own unique Seesaw QR login from your classroom teacher.



CLASS

<https://app.seesaw.me/#/login>

Homework

Throughout the year, homework in Prep may consist of home reading books, letter flash cards, number flash cards, sight words, and speaking and listening tasks. This will vary each term, but information will be included in your child's homework folder each week. Children will be expected to complete home reading books weekly and outlined below is some information which you may find helpful.

- Home reading will begin in Term 1 and please remember that it is not an expectation for your child to be able to read the books sent home at this stage of the year. It is your role to read the book to them, modelling early reading strategies.
- Talk about the book before you read it. Show the cover and ask the child what the book is about. Talk about the author. Flip through the book, look at the pictures together, and talk about what's on the jacket flaps.
- While reading, stop and ask open ended questions such as:
 - What do you think will happen next?
 - Why do you think the character did that?
 - What do you think is happening in the picture?
 - Has anything like this ever happened to you?
- It's OK if the child asks questions while you read. Stop and answer them.
- Read with enthusiasm and enjoyment – don't be afraid to use funny voices or to read louder or more quietly as is appropriate.
- Point to each word as you read. Encourage your child to do the same. This is a very important strategy for early reading.
- Can the child read a little bit already? If so, take turns reading. You might also try letting the child finish the sentence that you start. This works especially well if the book has a repeating or rhyming pattern.
- After you've finished, talk about the book and whether it reminds the child of other books you've read together. Ask the child for his or her opinion. Did they have a favourite page? If so, feel free to read it again. Better yet, ask the child to read it to you!



Home Reading Process

INTRODUCE THE BOOK

- Give your child the title and a little information about the story (Eg. characters' names).

READ THE PICTURES

- Look at the pictures and then preview what they think the story is about. This will enable your child to establish a context for the story and helps with predictions about unfamiliar words.

READ THE WORDS

- The child reads the book (with adult assistance, if required).

RETELL THE STORY

- After reading, ask your child to retell the story, giving details from the beginning, the middle and the end of the story in sequence, without looking at the book.

REFLECTION

- Ask your child, "What was your favourite part? Why?"

MAKING CONNECTIONS

- Finally, ask your child, "What did the story remind you of?" or "What connections did you make when reading?"



Student Absences

If your child is absent for the day, please use the following methods to advise their absence. For any unexplained absences, a text message will be sent at approximately 10:00am alerting parents/carers of the absence.

Absentee Email	spb_absentees@rok.catholic.edu.au
Absentee Hotline	4994 8336
Via Parent Lounge	https://saintpatricks.qld.edu.au/

If your child is unwell please keep them at home. Please also inform the school if your child is unwell with a contagious illness. Attached to this handbook is information from Qld Health which outlines the exclusion periods associated with various childhood illnesses.

Late Arrivals/Early Departures

For student arrivals after 8:35am, students need to enter via the school office and obtain a late slip. This is then provided to the classroom teacher and their attendance will be changed on the class roll. For any departure throughout the course of the day, please contact the school office and we will arrange for your child to be ready for collection from administration.

School Access

External pedestrian gates on George Street, Powers Street and Mulgrave Street will be locked after 9:00am and opened at 2:50pm. School access between these times is only via through the school office on Mulgrave Street. Your cooperation and attention to this matter is greatly appreciated to ensure and enhance the safety of all our students.

Administration Carpark

Parking in the Mulgrave Street Administration Carpark is for staff only. This carpark has been specifically designed for a Pick Up and Drop Off Zone and parents are not to park in this area from 7:45am – 8:45am and 2:45pm – 3:30pm, as parking and reversing severely disrupts the Pick Up and Drop Off process during these times. The only exception to this is for our families who use our designated disabled carparks.

Visitors to School

Anyone visiting the school for reasons other than dropping off or collecting their children, must ensure to sign-in at the school office to obtain a Visitor Pass.

Adult Toilets

Visiting adults and toddlers ARE NOT TO USE student toilets within St Patrick's during school hours or while attending school functions after school hours. If you require toilet facilities while on school grounds during school hours, then please seek direction from Administration staff to use the staff toilets in A Block. If attending a school function after school hours, then the Church Hall toilet facilities will be made available for adult and toddler use. Your cooperation and attention to this matter is greatly appreciated to ensure and enhance the safety of our students.

Medication at School

If your child requires any medication to be administered during school hours, please arrange for the medication to be labelled by the pharmacist displaying the student name, their date of birth and the required dosage. The medication should then be provided to the school office, and we will arrange for you to complete a 'Request to Administer Medication at School' form to authorise the prescription of the medicine. All medication is to remain at the school office and our First Aid staff will administer and record as and when required.

Unfortunately, we are unable to supply any medication to any student that is labelled incorrectly, or if the medicine is out of date.

Nude Food and Brain Break

St Patrick's is proud to be recognised as a Reef Guardian School and as such, we recommend Nude Food options for lunchboxes and Brain Break. No bins are available for food waste within the school, which encourages a reduction in the amount of waste produced by our school community. Any rubbish from lunchboxes will be placed back into lunch boxes and returned home, and green waste buckets will be available at Brain Break to encourage a Nude Food snack.

Please pack a quick 'nude' healthy snack for your child each day such as a piece of fruit.

Nuts and Nut Products

To help ensure the safety of all children, we request that parents avoid the use of peanut butter and nuts and nut products in school lunchboxes.

Tuckshop

Tuckshop at St Patrick's is available every Monday to Thursday. Orders for tuckshop are to be placed via the Qkr app that can be downloaded to any mobile device before 8:15am every morning. Alternatively, orders can be placed in a paper bag and placed in the classroom tuckshop bucket. Please note on the bag your child's name, class and whether the order is for first break or second break.

Our school tuckshop menu is available
<https://saintpatricks.qld.edu.au/tuckshop/>



Sausage Sizzle

Friday Sausage Sizzle's are held each and every Friday, and monies raised are directed towards charity organisations or to subsidise extra-curricular events held throughout the year. If your child wishes to participate in the Sausage Sizzle, please send the appropriate money (\$2 per sausage) with your child to give their classroom teacher. They will then receive the required amount of sausages at first break lunchtime.

Birthdays

For special occasions such as a birthday we encourage you to send in birthday cupcakes or individual treats such as Zooper Doopers. The treats should be handed to the classroom teacher and they will distribute at a time suitable throughout the course of the day.

Christmas Treats

At the end of the year students like to exchange Christmas cards and treats such as candy canes to other students. We ask that children do not give gifts of candy canes to the other children. It is wonderful that children wish to give things to others, however we ask people to give non-food gifts. Unfortunately candy canes can cause issues with a number of children on particular diets, children with allergies to some of the additives, not to mention the high sugar content. Cards, stickers and other small items can give the message that they are thinking of others.

Smartwatch Policy

Smart watches are not permitted at St Patrick's. They are overly expensive for primary school students and present privacy issues to the school. Smart watches are considered to be watches with any of the following features.

- Wi-Fi or 3G/4G connectivity
- Inbuilt camera
- Ability to display photos
- Capable of sending or receiving text messages or notifications from another device

Lost Property

All lost property is placed within the black crate behind the school office administration building. To alleviate the problem with lost property, please clearly label in permanent ink, all uniform, lunchbox and water bottle items brought into the school. All items that are not collected by the end of term are recycled or donated where applicable.

Sunsmart Policy

St Patrick's Catholic Primary School is a Sunsmart school. Our Sunsmart school policy requires all students to wear a school hat and students without a hat are restricted to playing in designated shade areas of the school. We recommend students apply sunscreen before arriving at school and sunscreen is provided to classrooms if they wish to re-apply sunscreen throughout the course of the day.



St Patrick's Primary School Uniform Policy

It is very important to our school community that our presentation remains an aspect of our school in which we all take pride. The wearing of the school uniform correctly, reflects both pride in oneself and in the school, and we have a commitment to ensure that the uniform is worn correctly.

Prep Students and School Sports Uniform (all students)

- St Patrick's sports shirt with logo
- Girls - black box pleated skorts or micro-fibre shorts
- Boys – black micro-fibre shorts
- Formal St Patrick's hat is a compulsory item. Sports cap is an optional item to be worn only with sports uniform.
- Black leather shoes and white socks as detailed below.



Years 1-6 Formal Uniform

GIRLS

- St Patrick's green tartan dress or St Patrick's green tartan blouse with black box pleated skorts (no skorts with front flap). Skirts are not permitted.



BOYS

- St Patrick's green formal shirt with check trim on pocket
- Black drill shorts (not cargo)



Standard Items for all Year Levels

SHOES

- Black leather shoes
- Not Canvas, mesh or suede and no marks, brands or stripes



SOCKS

- White fold over socks – not ankle socks, no stripes or marking

HATS

- Compulsory item—St Patrick's bottle green hat with logo embroidered with first name and first initial of surname embroidered on the left hand side of the hat (purchased and embroidered by Innstyle Mensland).
- Optional item—St Patrick's sports cap embroidered with first name and first initial of surname embroidered on the back of hat (purchased and embroidered by Shawline Embroidery) to be worn only with sports uniform.



Winter Uniform Policy

WINTER UNIFORMS

- Standard bottle green fleece jumper with St Patrick's logo or water resistant softshell jacket.
- Recommended to embroider jumpers with surname or first name and first initial on opposite side to the school crest.
- Bottle green tracksuit pants and black stockings (girls) if required



Other Uniform Policy Details

JEWELLERY

- Girls Earrings – one pair of studs or sleepers (not permitted for boys).
- Additional body piercings are not permitted for any student.
- Chain with cross or religious medallion under shirt/dress.

SMART WATCHES

Smart watches are not permitted. They are overly expensive for Primary School students and present privacy issues. Smart watches are considered to be watches with any of the following features.

- Wi-Fi or 3G/4G connectivity
- Inbuilt camera
- Ability to display photos
- Capable of sending or receiving text messages or notifications from another device

HAIR

- **All students**—Minimum cut is gauge 2 and no shorter. All hairstyles are to be natural in colour, conservative and graduated/blended in style. No tracks and/or rat's tails are permitted. If any doubt exists, a student must check with Mr Fox(Principal) or Mrs Hammermeister (APA) before having a style change.
- **Boys** hair is to be collar in length and short on sides. Styles to be worn off the face.
- **Girls** hair below shoulder length must be tied back with white, bottle green or black hair bands, ribbons, hair ties and clips. All styles must be worn off the face.

Uniform Suppliers



23 Electra Street Bundaberg Qld 4670 Ph: 41516788



Sugarland Shoppingtown Bundaberg Qld 4670 Ph: 41513948



Sports Cap—Shawline

17 Walker Street Bundaberg Qld 4670 Ph: 41531505

Newsletter & Communication

At St Patrick's we endeavour to send out all communication electronically via the means of emails, text messages and via Parent Lounge. Important dates and events are posted to our school calendar which is accessed via our website page <https://saintpatricks.qld.edu.au> and via our Facebook page.

Each Friday we electronically distribute a school weekly newsletter and contained within the newsletter is a term planner outlining the events for the term.

To ensure all information is received, please ensure to keep your contact email and mobile telephone numbers up to-date by accessing Parent Lounge or contacting the school office.

Parent Start of Year Checklist

Through our Parent Lounge portal we capture important information via the 'Parent Start of Year Checklist'. **Please note the 'Parent Start of Year Checklist' will be available in the first week of each year.** Please login to Parent Lounge with your unique user ID code provided in your Prep Orientation folder to verify existing information and update if necessary.

- Click on the 'Medical Details' heading and add/verify student information if necessary.
- Click on 'Accept' and proceed to the following questions.
- Click to accept that you have checked your 'Parent Details are correct'. Do this by viewing Parent Detail information in the 'Parent Details' tab at the top of the page.
- Click to accept that you have checked your 'Emergency Details are correct'. Do this by viewing Emergency Contact information in the 'Student Details' tab at the top of the page.
- Click to accept that you have checked your 'Medical Details are correct'.
- Click to accept that you agree with the 'Mission Statement and Policies of the school'. View this by clicking on the globe icon adjacent.
- Click to acknowledge that you are 'aware of your commitment to meet school fees and levies'.
- Click to acknowledge that you have read and agree with the school 'ICT Code of Practice'. View this by clicking on the document icon adjacent.
- Click to accept the 'Activities Excursion Permission'. View this by clicking on the document icon adjacent.
- Then click **SAVE** to save all permissions and exit Parent Lounge.

Excursions

Throughout the year, your child will have the opportunity to participate in school incursions and excursions. These events complement our curriculum and student participation is managed in the following manner: -

- For excursions that are undertaken throughout the year and within normal school hours in the Bundaberg Region, this permission is granted as part of completing the 'Parent Start of the Year Checklist'.
- For school events planned outside of the normal school hours and/or outside of the Bundaberg region, permission is sought via Parent Lounge and details of the excursion sent to each family by email. Parents will need to provide consent prior to the excursion to ensure their child's participation.

Out of School Hours Care (OSHC) Program

St Patrick's Out of School Hours Care operates from 3:00pm to 6:00pm Monday to Friday on school days. The service is based in the school library and also utilises the school playgrounds and facilities.

Our service operates under the National Quality Framework including the My Time Our Place Learning Framework for School Aged Care. As such, our qualified staff offer a wide range of meaningful leisure activities based on the interests of the children at our service. A nutritious and varied afternoon tea is also supplied each afternoon.

Fees as at 2022 are \$24.50 (booked session from 3pm-6pm) and \$27.50 (casual session from 3pm to 6pm). St Patrick's OSHC is an approved child care service and Child Care Benefit and the Child Care Rebate are available. An online enrolment application for OSHC can be found on our website.

For more information, phone us on 0417 199 586 or email us at spbg_oshc@rok.catholic.edu.au.

Counselling

Our staff are very caring of our students, and actively support their social and emotional growth. However, there are issues that may arise which require more specialised expertise.

When children encounter issues like family breakdowns, separations and illnesses, they benefit from specialised counselling. Likewise matters of self-esteem, anxiety and similar concerns are best met by appropriately qualified support staff.

At St Patrick's we employ a school counsellor, who works at our school, with our children and our parents, for two days per week. Our APRE and our school counsellor both manage referrals. Such referrals can be initiated by parents, staff, or in senior classes, by the students themselves. Our counsellor always seeks parental consent before commencing counselling and works with parents to support their children.

If you have any questions, need a referral form or require pastoral support of some kind please contact our APRE.

Sports

Each student will participate in one PE lesson every week and should wear their PE uniform to school on their designated PE day, as well as Friday of each week. Prep students wear the PE uniform five days a week.

The following events are held annually to showcase the sporting efforts of our students:

- Junior and Senior Cross Country
- Interschool Sport for Years 5 & 6 (held for five weeks each Friday afternoon in Term 2 & 4)
- Junior and Senior Athletics Day
- Challenge Cup (interschool Netball and Rugby League event) for selected Years 5&6 students
- Senior Swimming Carnival (Years 3-6)

The four sports houses at St Patricks are:

McAuley
Mackillop
Xavier
Coolock

For our major sporting events, students are advised to wear a sports coloured house shirt with their normal PE uniform. House shirts are readily available at departments stores.

Instrumental Music and Choir

St Patrick's has a proud tradition of offering instrumental music lessons to our students to develop their musical talents, persistence and creativity.

At St Patrick's all Year 3 students are provided with a school owned violin, viola or cello and tuition for one year at no cost to families. All of our Year 3 students make their public debut performance at our annual Cultural Night held at the magnificent Shalom Performing Arts Precinct. Many of our students choose to continue with their instrument beyond Year 3 and then form our Junior and ultimately Senior String Ensembles.

Students in our String Ensembles perform each year at the Bundaberg Eisteddfod, Queensland Catholic Schools and Colleges Music Festival in Brisbane and our annual Cultural Night. Each year our string ensembles travel to retirement and nursing homes to spread Christmas joy through music for the elderly residents.

Students also have the opportunity to learn guitar from Year 4. Students who choose this instrument have the chance to perform in one of two guitar ensembles at our Cultural Night each year.

All instrumental music lessons are held during school time in small groups or individually. Our strings tutors provide students with the opportunity to further their studies by participating in an Australian Music Examinations Board exam.

If your child participates in either Junior or Senior Choir, or Junior or Senior Instrumental Strings the rehearsal schedule is as follows:

Junior Strings Rehearsal	Monday Morning 7:30am	Multi – Stage Area
Senior Choir Rehearsal	Tuesday Morning 7:30am	Multi – Stage Area
Junior Choir Rehearsal	Tuesday Lunch 8:15am	Multi – Stage Area
Senior Strings Rehearsal	Thursday Morning 7:30am	Multi – Stage Area

Annual Social Events

Several social events are organised by the school in addition to our planned liturgy and assembly presentations. All parents and children are welcome to attend all of our social events.

Welcome Dance Night Term 1	Designed to welcome our new families to the school and for our students to showcase their dancing talents developed throughout their Physical Education lessons. The dance night has certain costume themes which will be advertised in the school newsletter.
Easter Hat Parade Term 1	Held the last day of Term 1, our Easter Hat Parade is a fun and creative experience for all students from Prep to Year 3. Each child makes an Easter hat/bonnet at home and performs an Easter song whilst showcasing their Easter hat/bonnet.
Mini Fair Term 1	Following the Easter Hat Parade is our annual Mini Fair which is held to raise money for our chosen Caritas charity. Each class or year level manages a stall at the fair and students bring in loose change to participate in the varied fun activities.
Celebration Night Term 4	A relaxed evening watching our children perform Christmas Carols. We also take the opportunity to farewell any staff that may be leaving us.

Pick Up & Drop Off Zone – Mulgrave Street

Mulgrave Street is a designated Drop Off and Pick Up Zone for Prep-Year 2 students. Please note that students in these cohorts that have older siblings in Years 3-6 may also use the Powers Street exit.

General

- If you enjoy waiting outside of classrooms for your children, please do so. If you choose to do this, please park on Mulgrave Street itself.
- You may collect your children at the George and Powers Street gates. There is a teacher on duty at all gates until 3:20pm.
- The Pick-Up Zone can only be accessed by cars travelling north on Mulgrave Street, turning left into the Pick-Up Zone. Cars are not permitted to cross traffic on Mulgrave Street to enter the Pick-Up Zone from 3:05pm until 3:30pm. When exiting the Pick-Up Zone, please consider turning left on to Mulgrave Street to assist with traffic congestion.
- Do not park in a No Standing area or across a local resident's driveway.
- Do not stop on our School Crossing or drive over the crossing whilst the crossing supervisor or any pedestrian is on the crossing.
- Use only the designated School Crossings and avoid walking across the car park driveway. We have pedestrian access either side of the carpark, so that no-one needs to walk across the busy driveway.
- Parking in the Mulgrave Street Carpark is for staff only. Parents are not to park in this area, as it will severely disrupt the Pick-Up and Drop Off process. The one exception to this is for our two families who use our designated Disabled Parks in the staff carpark.

Dropping Off before School

The school's drop off zone is only a **1-2 minute Standing Zone**. Before you leave home, make sure your child has their bag ready and with them in the car. When your car pulls alongside the pick up and drop off zone, drive forward as far as you can, stop, and then have the children exit the car on the footpath side as quickly as possible. This is not a time for long good-byes, hair-brushing and so on.

Picking Up After School

Pick Up will commence at 3:05. Please do not enter the Pick-Up Zone before 3:05 as students will not be ready. We recommend coming a little later, to ensure your child is ready. Please do not queue on Mulgrave Street beforehand as this will disrupt traffic.

As you enter the Pick-Up Zone, drop down your visor displaying your surname. As soon as this name is visible to the teacher on duty, it will be announced over the PA system. Your child will then move from the waiting area and proceed to wait behind the bollards. You drive forward as far as you can into the zone and stop. Once your car has stopped, your child will enter your car from behind the bollards.

If your child is not present when you pull into the Pick-Up zone, you will be asked to do a circuit proceeding north on Mulgrave, then west on George, up Powers Street, along Walker Street, back into Mulgrave. This ensures traffic continues to flow. **It is clearly helpful for you to emphasise to your child the importance of coming straight from class to the Pick-Up area.**

Pick Up & Drop Off Zone – Powers Street

Powers Street will be a designated Drop Off and Pick Up Zone for Year 3-6 students. Students in these cohorts who have younger siblings in Prep – Year 2 may continue to use the Mulgrave St exit.

General

- Powers St carpark offers a drop off and pick up zone, as well as long term parking for staff and parents. Signage clearly indicates both sections. Long term parking is the first right hand turn, while Drop Off and Pick Up is the second right turn closest to the school. Please enter the carpark from the George Street end and exit towards Walker Street.
- If you prefer to wait outside of classrooms for your children, please continue to do so. Please park in the long-term section of the carpark, or on Powers Street itself.
- There are designated entry and exit gates for this carpark. The entry gate is closest to the church, while the exit gate is on the Walker St side of the carpark.
- There are two pedestrian gates in this carpark. One gate runs along the fence line with the neighbouring southern property. The second pedestrian gate is in the middle of the boundary fence on Powers St.
- If you park on Powers St, avoid parking across a local resident's driveway. Avoid stopping on our Pedestrian Crossing. Do not drive onto the crossing while any pedestrian is on the crossing. Use only the designated School Crossings.
- George Street is still an option for those who wish to park and collect children from there.

Dropping Off Before School

The school's drop off zone is only a 1-2-minute Standing Zone. Before you leave home, make sure your child has their bag ready and with them in the car. When your car pulls alongside the yellow bollards on the footpath, drive forward as far as you can, stop, and then have the children exit the car on the footpath side as quickly as possible. This is not a time for long good-byes, hair-brushing and so on.

Picking Up After School

Pick Up will commence at 3:05. Please do not enter the Pick-Up Zone before 3:05 as students will not be ready. We recommend coming a little later, to ensure your child is ready. Please do not queue on Powers St beforehand as this will disrupt traffic.

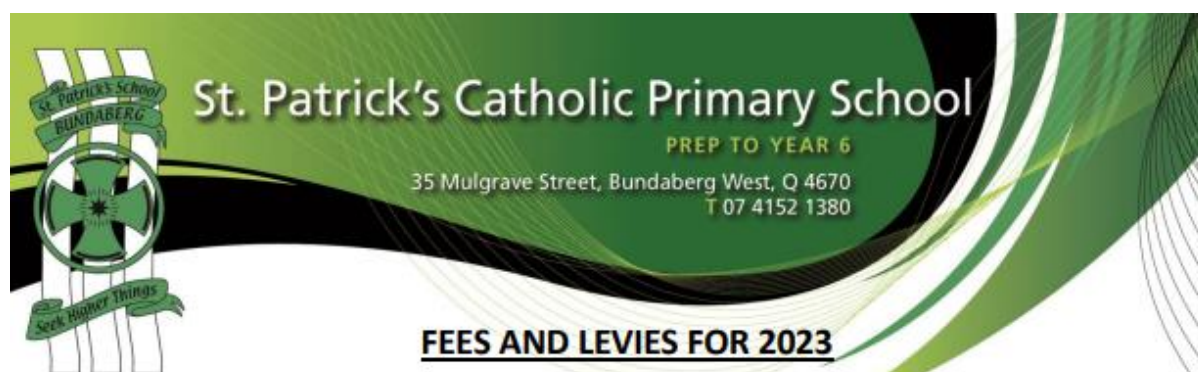
As you enter the Pick-Up Zone, drop down your visor displaying your surname. As soon as this name is visible to the teacher on duty, it will be announced over the PA system. Your child will then move from the waiting area and proceed to wait behind the yellow bollards. You drive forward as far as you can into the zone and stop. Once your car has stopped, your child will enter your car from behind the yellow bollards.

If your child is not present when you pull into the Pick-Up zone, you will be asked to do a circuit. This ensures traffic continues to flow. It is clearly helpful for you to emphasise to your child the importance of coming straight from class to the Pick-Up area.

Pick Up and Drop Off Zone Map



Fees and Charges 2023



FEEES AND LEVIES FOR 2023

FEE PER STUDENT				
	One	Two	Three	Four or more
Discount Percentage	0%	12.5%	35%	50%
PRIMARY/PER WEEK	\$35.50	\$31.06	\$23.08	\$17.75
PRIMARY/PER TERM	\$355.00	\$310.60	\$230.80	\$177.50
PRIMARY/PER YEAR	\$1420.00	\$1242.50	\$923.00	\$710.00

Accounts are issued quarterly and payable by the due date unless a payment plan is in place. It is possible to pay weekly, fortnightly or monthly via direct debit. All payment options are outlined in the Enrolment Tab under Menu of school's website. Arrangements can be made by contacting Brooke Bone, school Finance Officer.

As fees are emailed by end of week 2 of every term, please ensure school record information is up to date.

It is the responsibility of all parents to pay school fees when attending Catholic schools. Your contribution through school fees is essential to the continued operation of your Catholic school. Any shortfall in assessed fees for the year must be met from the general school account which could mean less in our budget to meet our commitments. If you are having difficulty in paying school fees, please contact the principal to discuss alternative arrangements.

CONSUMABLES LEVY - \$85.00 per Child per year (maximum of \$255.00 per Family per year)

This levy covers Art and Craft materials, Science materials, cooking requisites, general paper and printing costs for the classroom and day to day requirements as needed by the teachers. Each student will be charged \$21.25 per term or maximum of \$63.75 per family per term.

ACTIVITIES LEVY - \$85.00 per Child per year (maximum of \$255.00 per Family per year)

This levy covers the cost of additional activities to support curriculum delivery across the school, including Arts Council, Life Education, minor excursions, visiting artists, PSDE, end of year activities, etc. Each student will be charged \$21.25 per term or maximum of \$63.75 per family per term.

PREP LEVY - \$85.00 per Child in Prep per year

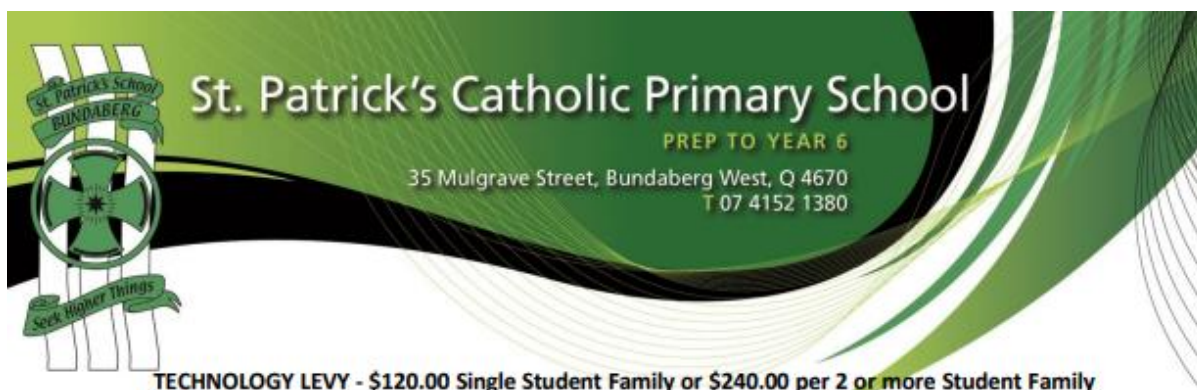
This levy covers the additional costs of our Prep program with its specific resources and requirements. Each Prep student will be charged \$21.25 per term.

PARTICIPATION LEVY - \$65.00 per Family per year

Parent involvement is vital to the running of our school. However, due to different family circumstances some people's way of helping is to choose to pay a \$16.25 per family levy charged each term as an alternative to school involvement. This levy is refunded **in full** simply by helping twice in the school each term, through Classroom Assistance, Working Bees, etc...

DIOCESAN PRIMARY SCHOOLS - BUILDING LEVY \$420.00 per Family per year

Each family will be charged a building levy of \$105.00 per term in conjunction with normal school fee billings. As this forms a collectable part of school fees, no tax deduction is possible.



St. Patrick's Catholic Primary School

PREP TO YEAR 6

35 Mulgrave Street, Bundaberg West, Q 4670

T 07 4152 1380

TECHNOLOGY LEVY - \$120.00 Single Student Family or \$240.00 per 2 or more Student Family per year

This levy is used to maintain and improve the standard of technology resources in our school. Each student will be charged \$30.00 per term or maximum of \$60.00 per family per term.

Year 3-6 iPad LEVY - \$65.00 per child per term (maximum \$260.00 per year per student)

This levy is to provide a school managed 9th Generation iPad with 256GB and Wi-Fi including suitable protective cover and Apple care for year 3-6 students for parents who choose.

P & F RESOURCE LEVY- \$250.00 per family per year

This levy is used primarily to maintain and improve the standard of resourcing in our school. Each family will be charged \$62.50 per term.

Our P&F Association believes that the most fair and equitable way to raise funds required to resource the school is by means of a levy system in place of major fundraising.

In addition to these levies, there are also additional programs that are charged to school fee accounts:

Instrumental Music Program (optional Years 4-6)	\$135 term (Group lesson) or \$265 term (private lesson)
Instrumental Music Administration Levy	\$12.00 per participant
Instrument Hire	\$15.00 per term
Year 5 Chaverim Leadership Camp	\$285.00 (charged over Terms 1-3)
Year 6 Fraser/Hervey Bay Camp	\$345.00 (charged over Terms 1-3)
Reading Eggs Subscriptions (Years Prep-2)	\$21.88 (charged at \$5.47 per term)
Mathseeds (Prep)	\$16.36 (charged at \$4.09 per term)
Seesaw (Years 4-6)	\$5.50 per student (charged Term 1)
Interschool Sport Term 2/4 (Year 5 & 6)	\$20.00 charged Terms 3 & 4

At time of print these calculations are accurate but may subject to change and may change due to increased/decreased charges to the school.

SCHOOL FEE ASSISTANCE

Families may be eligible for school fee assistance under the Concession Card Tuition Fee Discount and or the Principals' Concession Scheme.

Government Concession Card Fee Discount

A 70% Tuition Fee Discount is available for 'means tested' government Health Care and Pensioner Concession cards. The Concession Card information and FAQs are available on the Catholic Education website. These cards must meet eligibility criteria for this concession to apply and must be presented to the Finance Officer.

Principal's Concession Scheme

Total or partial exemption from the payment of fees and levies is available on application to the principal based on individual basis and circumstances. If required, contact the Finance Officer to make an appointment to meet with the principal.



Time Out

Keeping your child and other kids healthy!

- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health recommendations that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements¹ and recommendations.

¹Refers to contagious conditions as per the Public Health Regulation 2008.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2008 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. Contact your Public Health Unit for specialist advice. Also see Shingles information below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19 ²	EXCLUDE those who have symptoms and relevant contacts. ¹ See latest Queensland Health guidance for exclusion periods and criteria. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting Including: • amoebiasis • campylobacter • cryptosporidium giardia • rotavirus • salmonella • gastroenteritis but excluding: • norovirus • shigellosis • toxin-producing forms of E.coli (STEC)	Exclusion periods may vary depending on the cause. EXCLUDE a single case until the person, has no symptoms ¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. NOTE: if there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.	NOT EXCLUDED
<i>See advice for these specific conditions below</i>		
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella) ¹	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
*Hepatitis A ¹	EXCLUDE until at least 7 days after the onset of jaundice ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic contact your Public Health Unit for specialist advice.	NOT EXCLUDED Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.

September 2021


Condition	Person with the infection	Those in contact with the infected person*
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5-7 days.	NOT EXCLUDED
*Measles ²	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity. Contact your Public Health Unit for specialist advice.
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
*Meningococcal infection ³	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ Contact your Public Health Unit for specialist advice.	NOT EXCLUDED Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) ⁴	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid ⁵ and paratyphoid fever ⁶	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
*Whooping cough (pertussis) ⁷	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY for contacts of an infected person. Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of Health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit www.health.qld.gov.au/public-health/schools/prevention

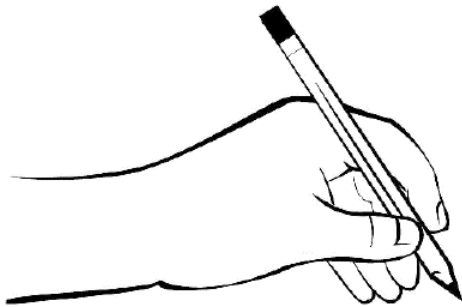


Pencil Grip Fact Sheet

Hold pencil with a light grip.

1. Thumb holds pencil.
2. First finger rests on top of the pencil.
3. Pencil rests against third finger.

Left hand

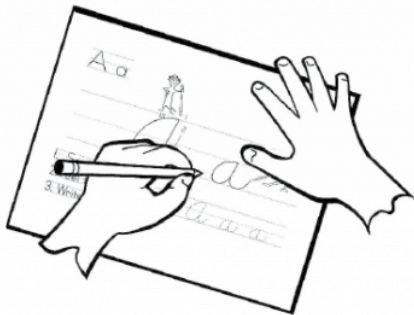


Right hand



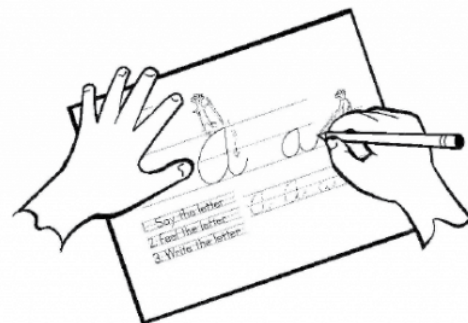
Paper Position Fact Sheet

Left hand



Left corners of paper are up.
Bottom right corner points
toward your body.

Right hand



Right corners of paper are up.
Bottom left corner points toward
your body.

Writing the Alphabet

