

St Patrick's Catholic Primary School

Bundaberg



2026 Parent

Information Handbook

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St Patrick's Catholic Primary School

OUR MISSION STATEMENT

Learn

Love God

Live the Gospel

Witness the Faith

Celebrate Life

We, the partnership of children, parents, teachers and the parish provide an atmosphere where children reach their full potential spiritually, intellectually, physically and emotionally.

St Patrick's Catholic Primary School – Important Apps & Links

School Website	saintpatricks.qld.edu.au
School Facebook	St Patrick's Catholic Primary School Bundaberg
Parent Orbit App	Download for parent communication (see Page 7)
Seesaw	Download for class communication (see Page 8)
Outside School Hours Care	saintpatricks.qld.edu.au/out-of-school-hours-care
Tuckshop Facebook	St Patrick's School Tuckshop Bundaberg

School Term Dates 2026

Term 1	Tuesday 27 th January – Thursday 2 nd April	10 weeks
	<i>Australia Day Holiday – Monday 26th January</i> <i>Pupil Free Day - Friday 20th February</i>	
Term 2	Monday 20 th April - Friday 26 th June	10 weeks
Term 3	Monday 13 th July - Friday 18 th September	10 weeks
	<i>Pupil Free Day - Friday 4th September</i>	
Term 4	Tuesday 6 th October - Friday 4 th December	9 weeks

Daily School Routine

Session	Start Time	Finish Time	Notes
First Bell	8:35am		
Session 1	8:40am	10:50am	
Lunch	10:50am	11:10am	Prep & Yr 1 Eat and Years 2-6 Play
	11:10am	11:30am	Prep & Yr 1 Play and Years 2-6 Eat
Session 2	11:30pm	1:30pm	
Afternoon Tea	1:30pm	1:50pm	
Session 3	1:50pm	3:00pm	
Bus Bell	2:45pm		For students requiring early bus departures
Finish	3:00pm		

Parent Orbit App & Parent Lounge (including logon details)

St Patrick's Catholic Primary School uses the TASS Parent Lounge portal and has recently introduced the Parent Orbit App for communication, and to assist parents access important information for your child/ren.

The Parent Orbit App is a mobile friendly alternative to Parent Lounge and offers a quick and easy way to receive notifications, book parent/teacher interviews, add student absences, view and pay school fees, accept or decline excursions via the events and activities, update details, email class teachers and much more. It aims to improve our communication with each other as it offers a quick and easy way for parents to receive notifications on mobile-friendly devices, and is the preferred method to access, receive and update information.

To download the App to your mobile device simply scan the QR code below. Click the install button. After the app is installed, **St Patrick's Catholic Primary School** will be loaded as an account. Click on **St Patrick's Catholic Primary School** and then tap the login button.



If you already have the *Parent Orbit App* downloaded on your device, open the app, tap on the school name at the top of the screen, tap on **Manage Accounts** at the bottom of the screen, click on the button **Add another Account**, enter our school code **spbg** (all lowercase) and submit.

This will add St Patrick's Catholic Primary School's account to your list in the app. Once you are in the app enter your unique Username and Password outlined below.

If you are an **existing** St Patrick's family, please disregard the new password below. Your current password will still be in effect.

<u>Parent Name(s)</u>	
<u>Username</u>	
<u>Password</u>	Stpatricks26

Please take the time to explore the app as it offers many useful features. It is very intuitive and will help keep us connected to support the education of your children. If you have any problems with setting up or accessing the app, please call the office on 4152 1380 for further assistance.

Seesaw

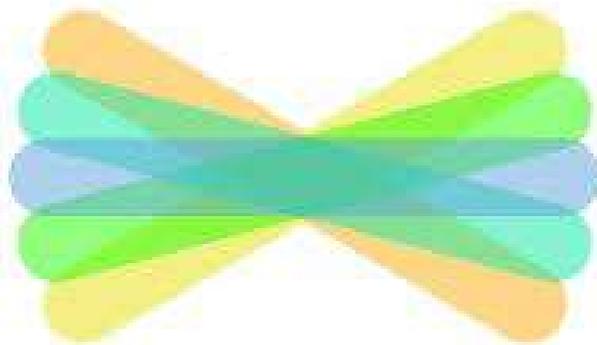
Seesaw is an online communication platform designed for teachers, students and parents.

It allows students to engage with course material by submitting creative content to their platform, whilst building their own digital portfolio of work.

Teachers will often post reminders, information about upcoming events, student work samples, assessment pieces and photos of students to your child's individual Seesaw account.

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.

Please use your unique QR code contained in this information folder, for your invitation to join your child's Seesaw Prep class.



CLASS

Seesaw Login

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

Please see your unique QR login code within your handbook.

Reading Eggs & Mathseeds

We are excited by the many ways that technology can enhance learning for our students. One of the most exciting things for children in their first year of school is learning to read and we aim to bring the benefits of technology to this process.

During the school year, all Prep students will have the opportunity to use iPads in the classroom. The software packages that teachers plan to use with students are ABC Reading Eggs and Mathseeds. This software is designed to enhance classroom reading instruction by individualising reading lessons and practice activities using technology.

St Patrick's will subscribe all Prep students to the programs for a year and students can access both Reading Eggs and Mathseeds 24/7, both at home and at school. The cost for these programs is included in the all-inclusive educational fee for your child.

Both programs can be used on computers and they are compatible with both Apple and Android devices.

Teachers can assign lessons and books to students, monitor their progress and assign activities to be completed. Parents can see what their children are reading and get involved in their learning. Feedback from teachers and students who have used this software is that it is motivating and engaging.

For more information about Reading Eggs and Mathseeds go to <https://readingeggs.com/>

Note - Login codes for your child will be sent home with your child in the first weeks of school.



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.

Prep Weekly Routine

Each week your child will attend:

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

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 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
- We maintain the same routine day to day and week to week
- We set clear expectations for the students

We encourage parents and carers to:

- Label all items (except shared stationery such as pencils, crayons, glue sticks)
- 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 Curriculum

At St Patrick's we follow the Australian Curriculum for the Foundation Year. 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

Prep 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?"

General School Information

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.

- Parent Orbit App
- Absentee Email spb_absentees@rok.catholic.edu.au
- Absentee Hotline 4994 8336

If your child is unwell, please keep them at home. Please also inform the school if your child has contracted a contagious illness. Attached to the end of this handbook is information from Qld Health which outlines the exclusion periods associated with various childhood illnesses. Please use this as a guide to determine the recommended absences in the event of illness.

Administration Carpark

Parking in the Mulgrave Street Administration Carpark is for **STAFF ONLY**. This carpark has been specifically designed for a Pickup 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 Pickup and Drop Off process during these times. The only exception to this is for our families who use our designated disabled carparks.

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.

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.

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.

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 at the commencement of the school year via the Parent Orbit App.
- For school events planned outside of the normal school hours and/or outside of the Bundaberg region, permission is sought via Parent Orbit 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.

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 either a school owned violin, viola or cello and tuition for one year at no cost to families. All students then make their public debut performance at our annual Cultural Night held at the 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 and our annual Cultural Night. Students also have the opportunity to learn guitar from a guitar tutor from Year 4 and perform at the end of the year in a guitar showcase performance.

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.

The Junior and String Ensemble rehearsal schedule is outlined below.

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

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.

Lost Property

All lost property is placed within the black box 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.

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.

Newsletter & Communication

At St Patrick's we endeavour to send out all communication electronically via the means of Parent Orbit notifications, emails and text messages. Important dates and events are also posted to our school calendar which is accessed via our website page and via our Facebook page.

Each Friday we will provide a link to our 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 the Parent Orbit App or contacting the school office.

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. Bins are limited 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.

Outside School Hours Care (OSHC) Program

Our OSHC service operates under the Regulatory Authority -The Department of Education and Care and therefore we abide by the National Education and Care Services Act and Laws. Please take the time to visit the Framework document for OSHC 'My Time Our Place' Website <https://www.education.gov.au/my-time-ourplace> to view the framework that guides the services program.

After School Care

After School Care fees for 2025 were \$30.00 for a booked session from 3pm-6pm and \$33.00 for a casual session from 3pm to 6pm. Afternoon tea and most activities are included in this fee. Fees for 2026 are yet to be finalised and will be advertised on the School website when available.

Vacation Care/Pupil Free Days

In 2025 Vacation Care fees are \$63.00 per session from 7.00am- 6.00pm. Afternoon tea and some activities are included in this fee.

OSHC Enrolment

Please access the online enrolment link from our website to page to enrol your child into the Outside School Hours Care Program. saintpatricks.qld.edu.au/out-of-school-hours-care

Upon lodgement your child will be entered into the OSHC system, the OSHC will submit the request for your child to be linked to the Child Care Subsidy System, however you must log into your myGov account and confirm the enrolment before any subsidy will be paid by the government subsidy scheme. Until this confirmation is made full fees may be charged on any attendances.

School Access

External pedestrian gates on George Street, Powers Street and Mulgrave Street will be locked after 9:00am and opened at 3:00pm. 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.

School 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, from Monday to Thursday each week. Our Assistant Principal Religious Education (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 Assistant Principal Religious Education.



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 from Year 1 and beyond.
- Prep required to wear Sports hat each day.
- Sports hat is to be worn only with sports uniform and at sporting events.
- Black leather shoes and white socks as detailed below



Years 1-6 Formal Uniform

GIRLS

- St Patrick's green tartan dress or 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 bucket hat embroidered with first name and first initial of surname embroidered on the back of hat (purchased and embroidered by Innstyle Mensland) to be worn only with sports uniform and sporting event days.



Other Uniform Policy Details

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, shaved patterns, mullets, 'horseys' and/or rat's tails are permitted. Part-line haircuts are acceptable with the fringe to be cut above the eyes.
- **Boys** hair is to be collar in length and short on sides. Styles to be worn off the face and the fringe to be cut above the eyes.
- **Girls** hair below shoulder length must be tied back with white, bottle green, white or black hair bands, ribbons, hair ties and clips. All styles must be worn off the face and the fringe to be cut above the eyes.

JEWELLERY

- Chain with cross or religious medallion under shirt/dress.
- Girls Earrings – one pair of studs or sleepers to be worn in the lobe of the ear (not permitted for boys).
- Additional body piercings are not permitted for any student. Culturally significant piercings must first be discussed with the Principal prior to procuring.
- Rings, bracelets and non-religious necklaces are not permitted.
- Make-up and nail polish are not permitted.

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, calls or notifications from another device

If any doubt exists in regard to any aspect of the uniform expectations, parents are to check with Mrs O'Shea Hard (Principal) or Mr Egan (APA). This allows expectations to be clarified and saves any embarrassment.

Winter Uniform Policy

- 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 or black tracksuit pants and black stockings (girls) if required



Free Dress Day Policy

On free or themed dress days, it is still a requirement to be dressed modestly and sun safe for school. The following would be deemed appropriate on days allocated to free dress:

- Sun-safe clothing with sleeves (no midriffs). Shorts and skirts to be mid-thigh in length.
- Closed in shoes—no thongs or sandals.
- Sun-safe hat—ensure students have an appropriate hat of choice.
- All other jewellery and hair policies remain in place for these days.

Uniform Suppliers



23 Electra Street Bundaberg Ph: 41516788



Sugarland Shoppingtown Bundaberg Ph: 41513948



St Patrick's Junior & Senior
schoolbag and homework satchel

13 B Electra Street Bundaberg Ph: 4153 6276

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, calls or notifications from another device

Sports and Sports House (including House Allocation)

Each student will participate in one Physical Education (PE) lesson every week. Prep students will wear the school PE uniform to school five days a week.

There are special sport events such as our Junior Cross Country and Junior Athletics Carnival that they may wear a sports coloured house shirt in support of their house.

To assist, we are pleased to advise that your child has been allocated to the following sports house for their time at St Patrick's Catholic Primary School. Parents may wish to purchase a sun-safe coloured shirt for their child's house in readiness for these events. House shirts are readily available from department stores such as Kmart, Big W, Best n Less and Target.

Student Name

House

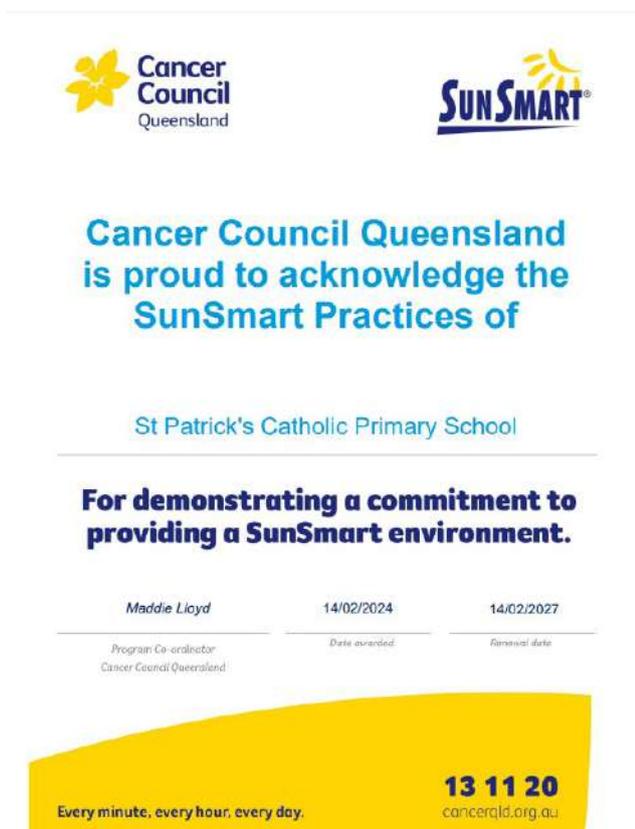
Colour

McAuley	Mackillop
Xavier	Coolock

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.



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.

Note –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.

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

Our school facebook page is available at <https://www.facebook.com/stpatrickstuckshopbundaberg>



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.

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 pickup 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 3:05pm. 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 3:05pm. 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



Queensland Health

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 means 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. ²	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	EXCLUDE until symptoms have resolved, normally 5-7 days.	NOT EXCLUDED
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 (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. ²	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for tinea).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella) ³	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.
*Neisseria meningitidis type B (NmB)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. 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 ⁴	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.

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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 [†]	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. 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 [‡]	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. 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. [§]	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 or expose it 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) [¶]	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid [‡] and paratyphoid fever [‡]	EXCLUDE until appropriate antibiotics have been completed. [§] 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) [‡]	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. [†] 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>



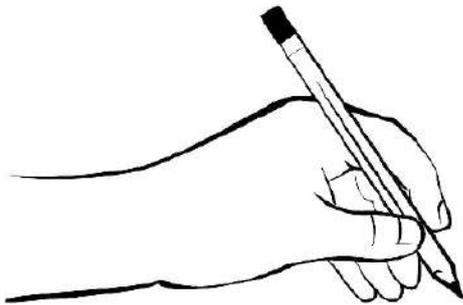
Use this QR Code to access a digital copy of this poster or visit www.health.qld.gov.au/public-health/schools/prevention

Pencil Grip Fact Sheet

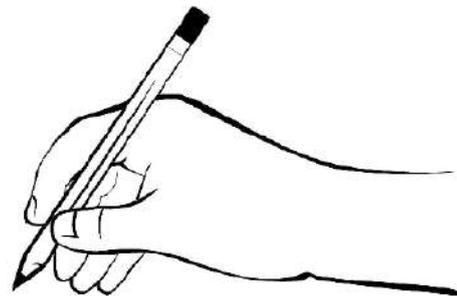
Hold pencil with a light grip.

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

Left hand

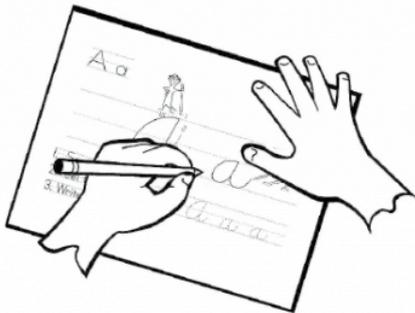


Right hand



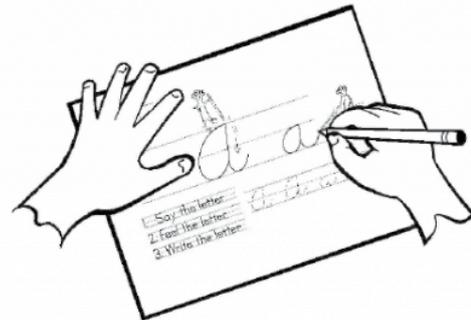
Paper Position Fact Sheet

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

