



January 2017

INFORMATION TO PARENTS FOR THE START OF SCHOOL IN 2017

FIRST DAY OF SCHOOL IN 2017

Please note that there will be a staggered start to the School year in 2017 to facilitate the introduction of Vertical Tutoring.

Some year levels will commence on Monday 23 January and others will commence on Tuesday 24 January, as listed below:

Year Level	Start Date
Pre-Prep to Year 7	Monday 23 January
Year 12	Monday 23 January
International School	Monday 23 January
Year 8 to Year 11	Tuesday 24 January

Thursday 26 January 2017 is the Australia Day public holiday.

School commences at **8.35am (not 8.40am as in previous years)**. Middle and Senior School students should report to their House Tutor, where they will receive their Timetable, Diaries and lock for lockers (locks to Years 7, 10, 11 and 12). Junior School students should report to their Class Teacher by 8.35am. If students are unsure where their House Room or class is allocated: Years 7 to 9 students should report to Middle Years Reception; Years 10 to 12 students should report to the Student Reception area in the Tooth Admin Building; and Junior School students should report to the Frost Centre Reception in Junior School.

The first day will be partly taken up with School, House, Assemblies and the allocation of students to classes. Students can expect to commence schoolwork from the beginning of Period 3 and should bring paper or an exercise book and a normal supply of pens. Year 7 students will attend an alternate program for the first two days.

The five new Houses and venues are as follows:

House	Venue	House Leader
Scudo	Walker Centre	Mrs Hughes
Taja	Old PEC	Miss Trudgian
Mitre	Lecture Theatre	Mr Dray
Gladius	Library	Mr White
Boek	Chapel	Ms Bolger

SCHOOL TIMES

For **Years 7 to 12**, from the beginning of the year, the School day will commence at 8.35am, with two class teaching periods, followed by House Period. After House Period will be Morning Tea, and the rest of the day will run to the times as per 2016. It is important to note that attendance rolls will be taken during Periods 1 and 2 (as they are every lesson) and the SMS notifications to parents will be based on attendances as recorded during Period 1. Students who are late for Period 1 will need to present themselves to sign in at the Tooth Building.

This arrangement does not affect **Junior School**. Classrooms are generally open from 8.30am, and lessons commence at 8.35am. Therefore, it is important that parents ensure the children are in the room and settled by this time. Late arrival can be disruptive to other students' learning.

HOUSE WARMING PARTY

The St Paul's School Supporters' Association (our School's P&C), in conjunction with the School, is organising a "House Warming Party" to usher in the five new Houses and the beginning of the School year. Every family from Prep through to Year 12 are invited to attend this event. It will not only be an opportunity to build a new House culture and spirit, but also an opportunity to meet other families in the same House and meet the House Tutors.

The House Warming Party will be held at the School on Friday 3 February between 5.00pm and 8.00pm. More details and RSVP info will be forthcoming, but please place this in your diary for now.

A welcome barbecue for Pre-Prep Families will be held in the Early Learning Centre on Friday 10 February, commencing at 5.00pm. Further information about this Pre-Prep event will be provided by the Director of Junior School.

ABSENCES

If your child is absent from School and you haven't notified us, you should be sent an automated SMS message at 10.00am. May I request that if your child is going to be absent that you notify the School as soon as possible either by ringing 3261 1388 or using the facility on the front page of our website www.stpauls.qld.edu.au Occasionally a student may be at a music lesson and not be marked as present by 10.00am, resulting in your receiving a message.

SCHOOL SPORTS TRIALS/EVENTS/CALENDAR

Please note that Saturday 28 January is a bye but there will be organised trials and/or trainings, with details to be provided by coaches at the start of the season. The first round of competition is SPS vs Canterbury on Saturday 4 February. Specific details regarding venues and times will be located on the School website.

INDUCTION OF PREFECTS/CAPTAINS/NEW STAFF

The Beginning of Year Assembly and Eucharist, including the Induction of School Captains, Executive Captains, House Captains, Middle School Captains and New Staff for 2017 will take place at 9.10am on Tuesday 24 January in the Walker Centre, for all students in Years 6-12. All students are to have their diaries with them and are to be in day uniform (no blazer).

The Induction Ceremony for Junior School Captains will be held on Friday 3 February at 9.00am in the Chapel.

UNIFORM

All students and parents are asked to ensure the published requirements for uniform and general appearance are strictly adhered to. Students not in the correct uniform will be sent home. The correct uniform, including the School hat or approved School Cap, is obtainable from the St Paul's Association Retail Shop and must be worn in accordance with the School's Dress Regulations. Please ensure that your son/daughter arrives at School with sunscreen applied.

NB Shoes must be lace-ups and able to be polished – slip on shoes are not acceptable.

REQUESTS FOR STUDENT LEAVE

Please note that students are required to be in attendance on each School day. Except in cases of medical and other emergencies, permission to be absent must be sought well in advance and such applications must be made in writing to the Director of Junior School or the Head of Middle Schooling (Pastoral) or the Director of Operations.

CARE OF PROPERTY AND VALUABLES

Parents are asked to ensure that all items which are brought to School are **clearly marked** with Name, House and Year. Valuable items and/or large sums of money should not be brought to School. If, however, this is absolutely necessary, these items must be handed to the House Leader, Junior School Class Teacher or the Receptionist in the Tooth Centre or the Frost Centre Office for safe-keeping. During Physical Education classes and sports practices, wallets etc must be placed in the Security Boxes supplied or handed to a staff member for safe-keeping.

DUTY OF CARE

The School offers a duty of care for students between **8.00am and 3.20pm** each School day, unless the student is attending an Extra-Curricular activity outside those hours. Please do not drop your children off at School prior to that time or collect them after 3.20pm. Before and After School Care is available through the YMCA Centre located onsite, including Before and After School Care for Pre-Prep. For more information, please call YMCA on 3261 1124 or email asp@ymca.org.au.

TRAFFIC, TRANSPORT AND ROAD SAFETY

The volume of traffic (particularly heavy vehicular traffic) on Strathpine Road is very high. All students are required to exercise both common sense and caution when travelling to and from the School.

In particular, pedestrians are to cross Strathpine Road **ONLY** at the sets of traffic lights which have an appropriate pedestrian signal.

The Service Stations on the corner of Lucy Street and Strathpine Road and on the corner of Adair Street and Gympie Road are totally out of bounds. Travel to the Bald Hills Station must be via either Adair Street or Bald Hills Road, and not Lucy Street.

Students riding bicycles to School should exercise special care and must wear approved protective headgear. It is expected that students coming from the South, dismount and cross Strathpine Road at a marked pedestrian crossing.

PARKING ARRANGEMENTS

The Tooth Centre "top" carpark off Strathpine Road is for staff only. This rule has been put in place to ensure the safety of the students. Please do not enter or park in this carpark. The Junior and Middle School carpark at the rear of the School (off Attunga Street) is for parents to park and accompany their children to and from classrooms. It is accessed from the Attunga Street gates at the rear of the School. The Lower Front Carpark is to be used for Senior School student drop-offs. Please adhere to the signage at all times.

Please also be mindful that due to the afternoon traffic congestion, your trip in and out of the School will take up to 20 minutes. Please allow enough time to collect your child, as patience will improve child safety.

Drop off and leave will only be available from the Reid Centre roundabout and the lower front carpark accessed from Strathpine Road. Please ensure students alight quickly so the flow of traffic is not obstructed. It is important to maintain a steady flow of traffic (without impediment) in this area.

Park and wait can only be catered for at the rear of the School, in the Junior and Middle School Carpark.

If parents need to drop off or park in the disabled parking zones between 8.00am and 8.40am and before 3.30pm after School in the Tooth Centre staff carpark, then an application form for a Restricted Parking Permit must be collected, completed and delivered to the Tooth Reception before Friday 27 January 2017 or as soon thereafter as is practicable. The application will be assessed by the Facilities and Property Manager and, if approved, a permit sticker will be issued which is to be displayed on the bottom left of the windscreen of the vehicle. Possible valid reasons could be:

- access to parking bays for people with a disability;
- dropping off or collecting a student at the Music Centre with large musical instruments or equipment;
- other valid and justifiable reasons.

To minimise delays, families might plan to collect students 10 to 15 minutes after the rush each afternoon. Remember that normal traffic road rules and regulations apply in streets and roads both adjacent to the School and within the School. Please consider our neighbours at all times. Illegal and dangerous parking on School campus will be reported to the police. The police will be present on campus from time to time.

STUDENT PARKING

Students who are licensed to drive may apply for permission to drive to School. There is an appropriate form which must be completed and returned to the Director of Operations before permission can be granted. If student drivers wish to carry passengers, these details must be completed on the relevant part of the form. Permission must also be obtained from the parents of the intended passengers. Student parking is in the Saturday sports carpark at the end of Attunga Street. Once students have arrived at School, they are not to leave again until the end of the day, nor are they allowed to access their cars throughout the day without specific permission from their House Leader. All drivers are reminded to be extremely careful while driving through the suburban streets surrounding the School and to be polite and courteous to other road users. Students are not to drive into any other parts of the School grounds, including other carparks. The exception to this is when after School practices/rehearsals extend into the hours of darkness, at the direction of the teacher in charge.

The St Paul's School bus will be stationed at the rear of the School (off Attunga Street). However, all student pickups will be carried out from the bus stop at the front of the School in Strathpine Road.

Important Information for all Parents Regarding School Mailouts

The School sends the bulk of our mailout information and circular letters to parents via email. However, the School Fees are sent in the post.

Please ensure that your current email address is correctly listed with our Registry office by checking and updating your details in Parent Lounge.

PRAYERFUL SUPPORT

St Paul's is proud of its Christian ethos and grateful that we have a group of mothers meeting each week to pray for the School community. If you are interested in being a part of such a group, please email either Robin Cox (Executive Director of Faith & Community) r.cox@stpauls.qld.edu.au or the Co-ordinator of the group, Nicole Samuel twosamuelboys@bigpond.com

CONCLUSION

I look forward to partnering with you for the benefit of your child's education at St Paul's School. Clear communication between the School, student and home is the best way to ensure that each student's potential, goals and hopes are realised. You can receive information about the School from the School's website, the eNewsletter, notes and letters sent home and by contacting your child's Tutor in the first instance and House Leader or classroom teacher. You can also follow us on Facebook, Twitter and YouTube. Best wishes for a good start to the year.

Dr Paul Browning
Headmaster