

January 2018

## INFORMATION TO PARENTS FOR THE START OF SCHOOL IN 2018

**Please note that there will be a staggered start to the School year in 2018.**

**Some year levels will commence on Monday 22 January and others will commence on Tuesday 23 January. All students will attend on Tuesday 23 January.**

**Friday 26 January 2018 is the Australia Day public holiday.**

### Term 1 2018

Year Levels	Start Date	Start & Finish Times
Pre-Prep to Year 7	Monday 22 January	8.35am to 3.10pm
Year 12	Monday 22 January	8.35am to 3.10pm
<b>NEW</b> St Paul's International students	Monday 22 January	8.35am to 3.10pm
<b>NEW</b> St Paul's Year 8 to 11 students	Monday 22 January	<b>8.35am to 11.00am (half day)</b>
All students: Pre-Prep to Year 12 and International students	Tuesday 23 January	8.35am to 3.10pm

**Note: Year 7 students will attend an alternate program for the first two days.**

The first full day of School (Tuesday 23 January) will be partly taken up with School and House Assemblies. 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, pencils, etc.

Students in Years 7-12 should report to their House Tutor in their Tutor Room at 8.35am, where they will receive their timetable, diary and locker allocation (**students to provide their own padlock**). If students are unsure where their Tutor Room (or any classroom) is allocated, they should report either to the Student Reception area in the Tooth Admin Building or to Mrs Kingwill (upstairs in the Wellbeing Centre).

The five Houses and meeting venues are as follows:

House	Venue	House Leader (HL)
Scudo	Walker Centre (WC2)	Mrs Hughes
Taja	Old PEC (WC1)	Ms Trudgian (on leave from 5.3.18) Mr Duncan (Acting HL from 5.3.18 for 2018)
Mitre	Lecture Theatre	Ms Power (Acting HL for 2018) Mr Dray (on leave for 2018)
Gladius	Library	Mr White
Boek	Chapel	Ms Bolger

## **SCHOOL TIMES**

For **Years 7 to 12**, the School day will commence with Tutor Group meeting at 8.35am, followed by Periods 1 and 2, and then Morning Tea. The rest of the day will run to the times as per 2017, with Morning Tea followed by Periods 3 and 4, Lunch, and then Periods 5 and 6. The final lesson of the day finishes at 3.10pm.

In the **Junior School**, classrooms are generally open from 8.30am, and lessons commence at 8.35am. 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.

Sports practice, music practice and a range of other Extra-curricular activities are held, both before and after School. Coaches and teachers in charge of these activities will advise students of the days and times.

## **ABSENCES**

It is important to note that attendance rolls will be taken during Tutor Group and Period 1 (as they are every lesson) and SMS notifications will be sent to parents based on unexplained absences as at the end of Period 1. Students who are late for Tutor Group will need to present themselves to sign in at the Tooth Building. 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](http://www.stpauls.qld.edu.au)

## **SCHOOL SPORTS TRIALS/EVENTS/CALENDAR**

Please note that Saturday 27 January is a bye but there will be organised trials and/or training, with details to be provided by coaches at the start of the season. The first round of competition is SPS vs St Columban's on Saturday 3 February. Specific details regarding venues and times will be located on the School website.

## **INDUCTION OF CAPTAINS AND NEW STAFF**

The Beginning of Year Assembly and Eucharist, including the Induction of School Captains, Executive Captains, House Captains, Middle Years Captains and New Staff for 2018 will take place at 9.00am on Tuesday 23 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 summer uniform (no blazers required).

The Induction Ceremony for Junior School Captains will be held on Friday 2 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 may be sent home. The correct uniform, including the School hat or approved School Cap, is obtainable from the St Paul's Retail Shop and must be worn in accordance with the School's Dress Regulations set out in Student Diaries. Please ensure that your son/daughter arrives at School with sunscreen applied.

## **REQUESTS FOR STUDENT LEAVE**

Please note that students are required to be in attendance on each School day. Except in cases of sickness or family emergencies, permission for extended absence must be sought in advance and such applications must be made in writing to the Director of Junior School or the House Leader.

## **CARE OF PROPERTY AND VALUABLES**

Parents are asked to ensure that all items of clothing are **clearly marked** with the student's name, House and Year. Students in Years 7-12 will be allocated a locker and all school and sports bags should be secured in these lockers. Students should visit these lockers only before School, at Morning Tea and Lunch, and after School.

Valuable items and/or large sums of money should not be brought to School. However, if this is absolutely necessary, these items should be handed to the House Leader, Junior School Class Teacher, the Receptionist in the Tooth Admin Building, or the Frost Centre Office for safekeeping. During Physical Education classes and sports practices, wallets and other valuables must be placed in the Security Boxes supplied or handed to a staff member for safekeeping.

## **MOBILE PHONES**

While the School acknowledges the need for students to have mobile phones for legitimate reasons, the following guidelines must be followed:

- Mobile phones should not be used in class unless the supervising teacher wishes to utilize the technology for a lesson;
- Mobile phones are to be switched off in all tests and assemblies;
- Should a mobile phone ring during these times the student is to deactivate it immediately. Students are not to receive calls or send SMS messages;
- During breaks from lessons students may use mobile phones under the condition that they are not used for any form of communication which is offensive or threatening to others, or which breaches existing community operational requirements and restrictions;
- If mobile phones are being used inappropriately (for example, taking inappropriate photographs for distribution on social media), they will be confiscated and left with a senior member of staff (ie. House Leader). They may be collected at the end of the School day;
- Mobile phones must be handed in to supervisors in test situations, including limited condition assessments. If this is not done and the matter is discovered later, students may seriously compromise their work;
- Mobile phones must be kept by students on their person or be handed in to a teacher or security facility for safekeeping, eg. during PE lessons.

## **DUTY OF CARE**

The School offers a duty of care for students between **8.00am and 3.40pm** 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 8.00am or collect them after 3.40pm. Should you require it, Before and After School Care (including Pre-Prep) is available through the YMCA Centre located onsite. For more information, please call YMCA on 3261 1124 or email [asp@ymca.org.au](mailto: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 **Junior 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 accessible from the Attunga Street gates at the rear of the School.

The **Tooth Centre "top" carpark** off Strathpine Road is for staff only. Please do not enter or park in this carpark, unless you have a disability or other special needs. If parents need utilise the disabled parking zones, then an application form for a Restricted Parking Permit must be collected, completed and delivered to the Tooth Reception before Thursday 25 January 2018 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.

**Student drop off and pick up** is 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. Note also that staff access to the carpark behind the Reid Centre should not be obstructed.

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

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 Executive Director of Faith & Community 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 **Students / 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. **The speed limit within the carpark is 10 kph.** 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 discretion of the teacher in charge.

### **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 by checking and updating your details in Parent Lounge.***

## **PRAYERFUL SUPPORT**

St Paul's is grateful that we have a group of parents meeting each week to pray for the School community. If you are interested in being a part of this group, please email either Nigel Grant (Executive Director of Faith & Community) [n.grant@stpauls.qld.edu.au](mailto:n.grant@stpauls.qld.edu.au) or the Co-ordinator of the group, Nicole Samuel [twosamuelboys@bigpond.com](mailto: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