



January 2024

## INFORMATION TO PARENTS FOR THE START OF SCHOOL IN 2024

Please check the table below for details about student start dates:

DATE	YEAR LEVELS	TIME
Friday 19 January	<b>New Student Interviews:</b> Pre-Prep and NEW Junior School Students	*By appointment only (as scheduled by School)
	<b>Tutor Meetings:</b> Year 7 and NEW Year 8 to 11 Students	**9:30am-10:30am
Monday 22 January	<b>Term 1 starts for these students only:</b>	
	Pre-Prep to Year 6	8:35am-3:10pm
	Years 7, 11 & 12	
NEW International Students		
Tuesday 23 January	<b>All students to attend School:</b> Pre-Prep to Year 12 & International Students	8:35am-3:10pm
Friday 26 January	<b>Australia Day Public Holiday</b>	

- \* If a Pre-Prep or new Junior School student is required to attend a meeting or interview on Friday 19 January, an appointment time will be scheduled and emailed to parents by the Registrar's Office.
- \*\* Further information about the Tutor Meetings for Year 7 and new Year 8 to 11 students on Friday 19 January will be emailed from the Registrar's Office.

On Tuesday 23 January, Secondary School students should report to their House Tutor in their Tutor Room at 8.35am. Students in Years 7-11 will receive their diary and Years 7-12 their locker allocation (**students to provide their own padlock**). If students are unsure where their Tutor Room (or any classroom) is located, they should report either to Reception in the Tooth Administration Building or to Mrs Sexton (upstairs in the Wellbeing Centre). Students can expect to commence schoolwork from the start of Period 3 (following the Beginning of Year Assembly and a brief Tutor Group time) and should bring their laptop fully charged and a normal supply of pens, pencils etc.

### School Times

For **Years 7 to 12**, each school day commences with Tutor Group meeting at 8.35am, followed by Periods 1 and 2, Morning Tea, Periods 3 and 4, Lunch, and then Periods 5 and 6. The final lesson of the day finishes at 3.10pm.



For the **Junior School**, classrooms are generally open from 8.30am, and lessons commence at 8.35am. It is important that parents ensure their 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 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/Junior School class time 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. Secondary students who are late for (or miss) Tutor Group need to present themselves to sign in at Reception in the Tooth Building. If your child is going to be absent, parents/guardians are asked to notify the school as soon as possible either by ringing Reception on 3261 1388, or by entering student absences via Parent Lounge. When students are absent for three or more days, parents are required to contact their child's Tutor, House Leader, or the Director of Junior School.

## **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 House Leader or the Director of Junior School.

## **School Sports Trials/Events/Calendar**

All students are encouraged to participate in at least two TAS sports each year. The following TAS sports are played in Term 1:

- Boys: Cricket and Volleyball
- Girls: Basketball, Football and Tennis

With the first competitive games to be played on Saturday 3 February, team sign-on and the first coaching sessions will be held over the weekend prior to School commencing (further details will be communicated).

## **Uniform**

All students and parents are asked to ensure that our requirements for uniform and general appearance are strictly adhered to. Previous experience tells us that appropriate hairstyles, absence of makeup and jewellery, and the length of girls' dresses and boys' trousers are sometimes the cause of unnecessary friction at the beginning of the school year. Anything resembling a "mullet" hair style for boys is not acceptable. Students who do not conform to the uniform/appearance code may be sent home. The correct uniform, including the school broad-brimmed 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 all items of clothing are clearly labelled with your child's name and House, so that lost property can easily be returned.**



All students from Pre-Prep to Year 12 are required to use the regulation school backpack, which can be purchased from the Retail Shop. A St Paul's sports bag is to be used only for carrying sports clothing for Health and Physical Education and/or sports events. Backpacks and sports bags should have names marked clearly on the outside (or at least a name tag). Metropolitan North, Tour Bags and Australian Representative Bags can be used as a HPE bag only. In the Secondary School, bags are to be kept in lockers during the day and not taken to class.

If students wish to use a laptop case or sleeve, this is permitted, even encouraged. However, backpacks and bulky satchels are not to be used as they take up too much space on desks or on the classroom floor.

### **Care of Property and Valuables**

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, lunch, and after school. Nothing is to be left on top of the lockers at the end of the day, and lockers must be securely locked.

Lost property is stored in the Wellbeing Building (Secondary School) and the Frost Building (Junior School). Returning lost items to students is obviously very straightforward when they are clearly labelled.

Valuable items and/or large sums of money should not be brought to School.

### **Duty of Care**

The school has staff on duty between **8.00am and 3.30pm** each school Day. Please do not drop your children off at school prior to 8.00am or collect them after 3.30pm (unless they are participating in authorised extra-curricular activities). 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 0407 742 826 or email [asp@ymcabrisbane.org](mailto:asp@ymcabrisbane.org).

### **Mobile Phones**

In **Junior School**, we don't believe it is necessary or wise for children to have mobile phones or smart watches at school. Students who bring these devices to school must hand them to teachers for safekeeping at the start of the day and collect them at the end of the day. Parents who are looking to introduce their children to the privilege of having a mobile phone are encouraged to supply "dumb phones" (with no internet access), rather than smart phones.

In the **Secondary School**, students may choose to bring a phone to school. However:

- a. **Years 7-10** must keep their phones in lockers during the day unless a teacher specifically allows them to use it during class for an educational purpose. These phones are not to be accessed during the school day (including morning tea and lunch). The only exception to this rule is where a student may be given permission to carry their phone for medical reasons.
- b. **Years 11 & 12** will be permitted to carry phones with them if they choose, and to use their phones during breaks but not (as a rule) during lessons. Students should expect that teachers may ask them to store their phone in a dedicated location as directed by their teacher, for the duration of each lesson.



## **Using mobiles and devices responsibly at School (Years 11 & 12):**

- Mobile phones or devices shall not be used in any manner or place that is disruptive to the normal routine of the school.
- Ordinarily, students shall not use mobile phones or devices to make calls, send text messages, access the internet, take photos, listen to music, or use other applications during lesson time or while engaged in other school activities such as assembly or sport. Except when mobile devices are being used as part of the lesson plan or with the express permission of a teacher, they shall be turned off or placed into silent mode and kept out of sight during classroom lessons and school activities to minimise distractions.
- Headphones (wireless or other) shall not be used by students during lessons, or any Assembly, Chapel Service, flex lesson etc., unless the teacher has given specific permission to do so.
- Students should restrict use of the mobile phone and/or device to before or after school and during recess and lunch breaks; phones should not be used between classes.
- While at school (and only during appropriate times) students should generally use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls to avoid distracting others engaged in learning activities.
- Texting or use of any other form of social media (except where it forms part of the lesson plan) is a distraction in the classroom and is not permitted while students are engaged in learning activities. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in the appropriate way.
- Mobile devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff, or visitors to the school.
- **Hot-spotting or remote Wi-Fi:** At no times on the school grounds should a student use their mobile phone internet access to visit sites banned by the school network.
- **Students in breach of the above policy can expect to have their phones confiscated.** Other sanctions may also apply.

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

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 & Farmhouse carparks are for staff only. Please do not enter or park in these carparks unless you have a disability or other special needs.** If parents need to 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 Friday 19 January** 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

**Students 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 Farmhouse 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. Remember that normal traffic road rules and regulations apply in streets and roads both adjacent to the school and within the school. Please always consider our neighbours. Illegal and dangerous parking on school campus will be reported to the police. The police will be present on campus and in the adjacent streets 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 Head of Wellbeing 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. Any students on L plates should also be dropped off and picked up from the student carpark at Attunga Street or the lower carpark.



## **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.**

\*\* Please note that both Parent Lounge and Student Café will not be accessible until School resumes on Monday, 22 January \*\*

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, emails and letters sent home, or by contacting your child's Tutor in the first instance, and House Leader or Classroom Teacher. You can also follow us on Facebook and YouTube. Best wishes for a good start to the year.

John O'Sullivan Williams  
Acting Principal