



**St Paul's  
School**

# Parent Handbook

**2025**





# Acknowledgement of Country

St Paul's School would like to acknowledge the Traditional Owners of the land where our School is situated, the Turrbal people. We pay our respects to Elders past, present and emerging.

We seek to grow a culture of friendship and partnership between St Paul's School and Aboriginal and Torres Strait Islander peoples, organisations and communities.

St Paul's School is committed to reconciliation with First Nations Australians and recognise the utmost importance of reconciliation for our society and the future of our nation.

We will strengthen and foster our relationships with Aboriginal and Torres Strait Islander peoples with a commitment to positive and inclusive practices in our curriculum and policies.

# Welcome from the Principal

Dear Parents and Guardians,

We are delighted to have you and your child as part of our vibrant and supportive community. Our School is founded on the core values of belonging, community, faith and growth, which guide everything we do.

At SPS, we nurture growth, foster belonging and inspire personal excellence for all students by crafting high quality learning programs, providing extracurricular opportunities and investing in our staff and facilities.

This handbook is designed to help you navigate the day-to-day life at our school. It provides comprehensive guidance on our policies and procedures, ensuring you have the information needed to support your child's education. We believe clear communication between home and school is essential, and this handbook outlines how to address any enquiries or concerns you may have.

Our commitment to pastoral care is a cornerstone of our approach, ensuring that each student's well-being is at the forefront of our efforts. As our school continues to evolve and adopt best educational practices, this handbook will be regularly updated.

We encourage all members of our school community to utilise their diverse skills and talents. Together, let us strive to make the most of our educational journey, fostering a love for learning and a sense of belonging in our shared pursuit of knowledge.

Thank you for being part of the St Paul's School family.

**John O'Sullivan Williams**

**Principal  
St Paul's School**







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# Our Vision

**Flourishing faith communities:  
proclaiming and serving,  
worshipping and learning.**

## Our Values

-  **A Faithful** - steadfast in love 'I for God and each other and steadfast in purpose to undertake God's mission
-  **Imaginative and creative** - being intentional about reforming culture and traditions for God's world
-  **Courageous** - to risk new things and where necessary, to make bold decisions
-  **Authentic** - being genuine and confident in living and speaking about what we believe as followers of Christ
-  **Comprehensive** - being welcoming and respectful of a broad range of ideas, people and approaches, and open to dialogue and learning

## Our Key Focus Areas

-  Comprehensive Anglican identity and purpose
-  Energising, nurturing and mobilising ACSQ's people
-  Flourishing parishes and faith communities
-  Engagement with each other and the wider community
-  Stewardship and sustainability of resources

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*"I am the vine, you are the branches. Those who abide in me and I in them bear much fruit, because apart from me you can do nothing." **John 15:5***

*"They are like trees planted by streams of water, which yield their fruit in its season, and their leaves do not wither." **Psalms 1:3***



# History of the School

**1957** In 1957, Sir Edwin Marsden Tooth, a religious man with a deep interest in education, passed away and in his will was a substantial bequeathment to the Anglican Diocesan Synod for the 'establishment of a boys grammar school on the northside of Brisbane'

**1857** The original site chose was where Kedron State High now stands, but eventually the 125 acre site, originally settled by the Stewart family in 1857, was chosen.

**£45k** The land was bought for £45,000 pounds.

The School was named after the famous St Paul's School in London and also adopted that School's motto: "Fide et Literis" – by faith and by learning.

**1960** St Paul's officially opened in November 1960.

From there the School has grown from 64 boys who attended from January 1961, to over 1300 students today.

This includes over 400 in the Junior School, over 800 in the Secondary School, and more than 100 international students at any one time from all corners of the Earth.

The School began with just three staff and has grown to around 200 staff.

**1993** The School began as boys only, but became co-educational in 1993.

The School crest was designed by Mrs WC Milligan, a well-known Brisbane artist in the 1960s. She based it on the St Paul's School in London's crest.





# Absent from School

If a student is absent from school a parent/guardian should log their absence via [→ Parent Lounge](#). Under the 'Student Details' drop down menu, select 'attendance'. Then, click on the 'Add Absence Notification' button and follow the prompts. This applies only to absences that are less than 3 days.

Under the 'reason for absence' drop down box, there are a list of absences. If a child is absent for a non-medical reason, please select 'personal reason' and provide an explanation in the comment box below. This assists the School with reporting in order to meet our regulatory obligations.

Please note, if a student (in Yrs 7-12) will be absent for **three days or longer** parents care givers must seek House Leader approval prior via parent lounge. Go to the 'School Links' tab on the top of the page and choose 'Secondary School' then 'Student Leave Notification', your House Leader will then acknowledge this request.

If a student is absent from School and their absence is not logged in parent lounge, their class teacher (in Junior School) or Tutor (in Secondary School) will mark them as absent. If the student has not arrived on campus by 10am and no entry in parent lounge is located, an SMS will be sent to the students' parents advising they are absent from school.

It is the case that the School requires all students to be present on each School day for the purposes of maintaining continuity on their learning and understanding. The School does not encourage the withdrawal of children from classes for extended periods of time and is under no obligation to spend additional time with students to assist them in catching up on work they have missed.

The scheduling of assessments is completed well in advance and these dates cannot be altered to accommodate individual student absences. Even though the School understands that sometimes it may be necessary for parents to remove their children, the School does not encourage this type of leave unless it is an urgent family matter, an emergency, St Paul's School, Regional (e.g. Met North), State or National representation. Any leave requests of this nature must be notified in advance with the child's House Leader via the process listed above if it is more than 3 days.

If a student needs to leave school early, they must sign out at the appropriate reception. For students in Prep to Year 6, this is the Junior School Reception, while Secondary School students should sign out at Tooth Reception. Prior to signing out, parents must request permission from the House Leader for Secondary School students or the classroom teacher for Junior School students.

In the case of a sudden, unexpected need for early departure, parents should go directly to the relevant reception. The receptionist will contact the student, who will then meet their parent at the reception area. This procedure ensures that all students are accounted for and leave the campus safely.





# Assemblies

Assemblies take place at regular intervals in both Junior and Secondary Schools. Students should consult their timetable to identify when assemblies are conducted for their year level. Parents will be notified if they are permitted to attend specific assemblies, such as award presentations.



# Assessment

The School has a comprehensive policy which can be located on [→ Parent Lounge](#) and [→ Student Café](#) which addresses all matters related to school assessments. This policy includes guidelines on academic misconduct, procedures for requesting extensions, and other relevant protocols. It aims to ensure clarity and fairness in the assessment process, providing students and parents with clear expectations and procedures to follow. By adhering to these guidelines, the School maintains a high standard of academic integrity and supports the success and wellbeing of its students.

At the beginning of each semester, all student assessment tasks are accessible via Student Café or Parent Lounge under the 'Curricular Activities' tab. Students are advised if the assessment item is Formative (not contributing to a final level at the end of the Semester) or Summative (contributing to the final standard or level at the end of the Semester). Some Year 11 and 12 assessment tasks will be completed during Exam Blocks.

Senior students (Year 11 and 12) are required to attend school only when they have a test scheduled during an exam block. They must always be in correct school uniform whenever they are at school. This includes times when they may wish to see a teacher to clarify understanding in their work.

If a student is unwell or absent for an exam or their health will impact their ability to submit work on time, please refer to the Assessment Policy on Parent Lounge for the process for Junior School, Years 7-10 and Years 11 & 12.



# Association and Supporters Groups

St Paul's School is fortunate to have a wonderful network of supporters groups throughout the School. The Association (St Paul's School Supporters Association (SPSSA)) is the School's parent body that aims to promote and maintain understanding and cooperation throughout the School community and to enrich the educational and extracurricular experiences of students at SPS. It also provides financial and other support for sporting and other interest groups within the School.

## Our current Supporters Groups include the following:



**St Paul's School Supporters Association**



**Cricket Supporters**



**Dance Supporters**



**Football Supporters**



**Hockey Supporters**



**Junior School Supporters**



**Music Supporters**



**Netball Supporters**



**Parent Connections Supporters**



**Past Student Supporters**



**Rugby Supporters**



**Swimming Supporters**



**Tennis Supporters**



**Touch Football Supporters**



**Volleyball Supporters**

→ [The SPSSA Handbook can be viewed here](#) and contains further information on each of the Supporter Groups.



# Bullying, Harassment & Intimidation

The School has a policy statement in place to ensure that students, parents and staff are not subject to any form of bullying, harassment or intimidation of any kind, whether physical, verbal or implied in the School. All such incidents are to be reported to a member of the School management team. In line with recent legislation, the Principal has the right to remove any person from the School Campus or at any School related activity if it is in the best interest in terms of safety and security. → [The School's bullying policy is available here.](#)

# Bursaries, Scholarships and Fee Payments

At the Principal's discretion, Bursaries, involving part remission of fees, are available. Certain conditions apply and details may be obtained by contacting the Principal's Executive Assistant. Entrance exams are held annually in March for Year 6 students entering the School at Year 7. The results are used to offer Scholarships to students. Scholarships are also offered at various Year levels. All Scholarships involve part remission of fees. Application details are advertised at the time. The School's Fees and Payments Policy details the policy for paying fees and other tuition related expenses.

→ [Australian resident fee policy](#)

→ [International student fee policy](#)

# Calendar

A School Calendar is produced each semester listing the major events scheduled for the School. It also contains term dates and other details. It can be → [found via Parent Lounge.](#)

# Celebration of Achievement

**Celebration of Achievement for Secondary School** is held in the Walker Centre in either late October or early November. The Junior School night is also held in the Walker Centre on the last Thursday of the School year. **All students are required to attend their respective event.** As this is a formal occasion, the formal uniform is required (without hats).



# Change of address/ Phone Number/Family Circumstances

Parents should advise the School of changes as soon as possible. This includes mobile phone numbers as well as home details. Any change of details should be updated by families → [via Parent Lounge](#). It is critical that the School has correct details at all times so that parents can be contacted in emergencies, the most up to date number must be written in the front page of the student diary. If family circumstances alter it may be appropriate for contact to be made **with their House Leader or Head of Junior School** so that the School is clearly cognisant of the situation and can act in the best interests of the student. This is vitally important if a court order is in place. leave the campus safely.

## Code of Conduct

### Student code of conduct

Our student Code of Conduct is essential in establishing clear expectations for behaviour, promoting a safe and respectful learning environment, and ensuring that all students understand the standards they must meet. It helps maintain order, supports the educational mission, and provides a framework for addressing disciplinary issues consistently and fairly. It includes details relating to bullying, mobile phones, classroom culture and contraband.

→ [The St Paul's student code of conduct is available here.](#)

### Parent code of conduct

The staff of St Paul's School have a Code of Conduct, as do the students, that articulates the expectations of those two parties in the partnership triangle. To ensure such cooperation and support, this Code of Conduct outlines the School's expectations for a student's parents, step-parents, guardians, grandparents, extended family members and carers (collectively, parents). In developing this Code, the School recognises that Parents ultimately want the best for their children. However, the School also expects Parents to recognise that it must ultimately balance the interests of all of the School's stakeholders (including not only students and Parents, but also the School's staff and their right to a safe working environment). → [The full parent code of conduct is available here.](#)



# Communication – School to Home

The School communicates with the home by a number of methods:



**Monthly newsletter** is published at the end of each month. It contains information from the School about upcoming events and other matters, especially sports information, notices from the Association and the various supporter groups and reports about recent events.



**Email** may be used to communicate with parents or students. Students are encouraged to check their emails at least twice per day.



**Parent Lounge** is the primary channel by which parents engage with their child's school life. Accessible via the School's website or Parent Orbit app, Parent Lounge allows parents to book parent teacher interviews, view their child's timetable, access their reports, approve camps and excursions and more. Parent Lounge login details are provided upon enrolment and → [can be accessed here](#).



**Parent Orbit App** provides parents with seamless access to school information and resources. Features include quick links, daily digests, push notifications, and comprehensive student details so parents can stay informed and engaged in their child's education. The app allows for easy access to attendance records, fees and event payments, and academic reports ensuring quick and easy access to important school information. Download Parent Orbit from your app store and scan the QR code to get started.



**Parent/Teacher interviews** as arranged at various times and booked via Parent Lounge. If there is a particularly urgent problem teachers may arrange to meet with parents.



**Seesaw and Storypark** are the primary form of communication in the Junior School and Early Learning Centre respectively. They are mobile and tablet apps which allow parents to view their child's work and receive communication from the School.



**School's Website** → [www.stpauls.qld.edu.au](http://www.stpauls.qld.edu.au)



# Complaints

St Paul's School and Early Learning Centre is committed to fostering a supportive and respectful environment for our students, staff, and community.

We understand the importance of addressing concerns and grievances promptly and fairly. Our complaints process can be used by all members of our community; parents and carers; students and staff.

If your concern relates to child sexual abuse or neglect, contact one of our Student Protection Officers immediately. Their details can be found [→ here](#).

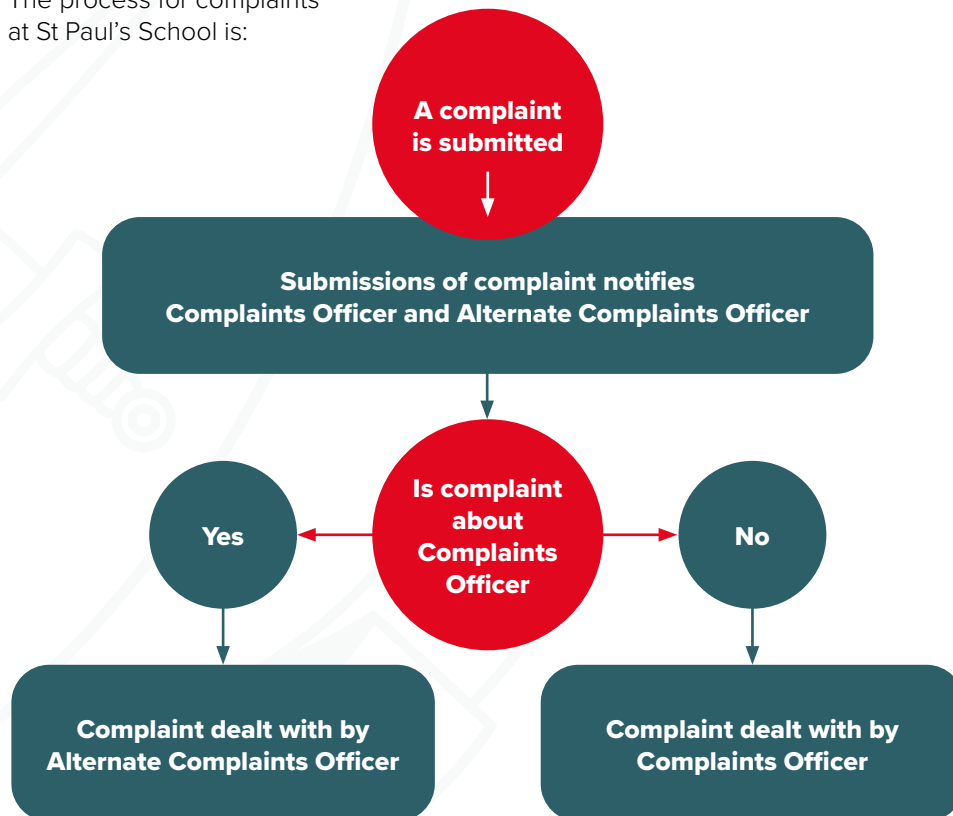
Wherever possible, we encourage concerns to be resolved at the point of contact. This may be your child's classroom teacher in the Junior School, Tutor in the Secondary School; or the staff member or colleague that has caused you concern.

If you have been unable to resolve the concern at this level, we encourage you to reach out to the appropriate Supervisor, Curriculum Leader, House Leader or Director of Junior School. If you are unsure who that person is, our receptionists will be able to assist you.

They can be contacted on [☎ 07 3261 1388](tel:0732611388).

If your concern has still not been resolved, please [→ complete an online form here](#).

The process for complaints at St Paul's School is:





# Computer & Electronic Equipment Use

St Paul's School has a Choose Your Own Device (CYOD) laptop program where families can order laptops for their children to use through our preferred supplier, Computer Alliance.

The CYOD program is available for students from Year 7 onwards and both Windows and Apple devices are available for purchase via Computer Alliance. Students in Years 4-6 have access to class-allocated laptops.

St Paul's School offers students access to an IT help desk for hardware and software issues. Students wishing to provide their own laptops or purchase them outside of Computer Alliance are advised to read our → [Frequently Asked Questions](#) to ensure they are aware of the implications of making such a choice.

**To purchase a new laptop, → [click here.](#)**

Technical support is available via the following means:

1. Logging a support request ticket to the St Paul's School IT Department by sending an email to [tz@stpauls.qld.edu.au](mailto:tz@stpauls.qld.edu.au)
  - Most issues will be resolvable via remote means, however, where it is appropriate, IT may utilise technology such as Teams/Zoom if required
2. If your issue is unable to be resolved by a support ticket or you have a physical problem with your device, please → [book a support session here.](#)

Techzone is operational during the following times:



## Term Time Hours

Monday to Friday: 8.00am to 4.00pm



## School Holiday Hours

Monday to Friday: 8.30am to 3.30pm

TechZone is not open on public holidays and will be closed during the mandatory school closure period in December.





# Counselling

The School has the services of three full-time Counsellors. Counselling at St Paul's School is a brief intervention service where students are eligible up to six sessions per year. If students require further intervention, the counsellors can refer to external support services. The process for seeing one of the counselling team is very straight forward.

- If a student is in Year 10 to 12, they can self-refer through the → [student portal](#). Click the button which says Counselling referral and complete the form.
- If a student is in Pre-Prep to Year 9, a referral must come from either a member of staff or the child's parent. The referral form is easily located → [via Parent Lounge](#).

A video outlining the process → [can be viewed here](#).

# Court Orders

If a restraining order is in place then the custodial parent is to contact the **Principal, Deputy Principal, or relevant House Leader**, or another senior staff member to clarify the responsibility of the School in the matter. This detail will be notified only to such staff as are necessary to discharge the School's responsibilities. Should a situation occur the School will only release the student once the custodial parent has been notified unless written advice has already been received. The School **MUST** be notified in writing of any changes to a restraining order accompanied by a copy of the relevant court order.

# Daily Timetable

St Paul's School operates on a 10 day academic cycle. In odd weeks the days are Mon 1, Tue 1,..., Fri 1. In even weeks Mon 2, Tue 2,..., Fri 2. In some instances the order of combined and split assemblies can change to accommodate special needs, such as end of term assemblies or Extra-Curricular Award assemblies. The timetable times for the School can be accessed via → [Student Café](#) and → [Parent Lounge](#).





# 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)

# Enrolments

All enquiries are to be directed to the → [Registrar](#). Please be aware that siblings of current students are not given automatic entry into the School. An enrolment application must be received and processed for each student.

# Excursions

Excursions are an integral part of the course of study of many subjects. Parents will be given appropriate notice of forthcoming excursions. **A permission slip will be placed on Parent Lounge for a parent/guardian to sign** and advised via email that there is a new form to sign. If this is not returned the student will not be allowed to participate and this may prove a serious setback to a successful completion of the topic. The dress code for the day will be advised in addition to other details. The cost of all excursions is built into the fees and no additional costs, other than food and other incidentals, will be incurred unless special arrangements are advised.

Staff will advise students of uniform requirements. No variations to the above are permitted. Permission to attend the excursion may be withheld where a student is not correctly dressed.





# Extra Curricular Programs

At St Paul's School, we believe in the importance of holistic development and offer a diverse range of extra-curricular programs to complement our academic curriculum. Our extra-curricular activities provide students with opportunities to explore their interests, develop new skills, foster a sense of community and belonging outside the classroom, and work towards personal excellence and growth.

We offer a variety of clubs and activities that cater to a wide range of interests. These clubs allow students to engage in creative, intellectual, and social pursuits, enhancing their overall school experience. Additionally, we encourage students to take initiative and start their own clubs if they have a specific interest that is not already represented.

Students wishing to get involved in extra-curricular clubs should speak with their Tutor or House Leader in the Secondary School, or their classroom teacher in the Junior School. Participation in these activities not only enriches students' school life but also helps them develop valuable life skills such as leadership, teamwork, and time management.





# Health Centre

## First Aid

The School has a Health Centre which is run and staffed by registered nurses and/or staff trained in advanced first aid. In the event of an injury or illness students will be assessed and managed by the Health Centre staff. If an ambulance is required, parents will be notified as soon as possible. All presentations to the Health Centre are recorded on the students file and it is up to the discretion of the Health Centre staff to notify parents/carer of any presentations that are considered more than a minor injury or illness. It is important that all student medical information is updated regularly through parent lounge.

For any student that has complex health needs or needs additional health assistance, it is recommended to make an appointment to discuss this with the Health Centre staff.

The School follows the recommendations of Queensland Health for all contagious conditions and parents/ carers will be notified and asked to collect any student displaying symptoms that require a period of isolation at home. Parents/carers will also be notified and asked to collect any student that has a fever of 37.5 and above.

## Medications

The School can administer paracetamol, ibuprofen and antihistamines to students provided the appropriate permission has been given and consultation has occurred between the Health Centre staff and the parent/carer. Any student requiring a prescription medication or administration of any other regular medication other than those listed above must provide the appropriate permission form and provide the medication to the school. The medication must be in date and must be clearly labelled with the student's name, the name of the medication, the prescribing health practitioners name, the dose to be administered and any additional administration instructions. Variances to the labelled recommendations will only be accepted when a letter from the prescribing health practitioner is provided outlining the changes to the administration of the medication.

Schedule 8 medications such as Ritalin and Vyvanse must be accompanied with a letter from the prescribing health practitioner outlining the medication requirements and the medication must be delivered to the Health Centre to be and accepted and recorded by a staff member with the appropriate permission forms. The school will not accept any schedule 8 medications directly from a student and the parent/ carer will be notified immediately.

No student is permitted to carry or store any medication in their lockers/ bags. This is for the safety of all students. The only exception is emergency medications such as EpiPens for anaphylaxis and inhalers for asthma. Please request our Anaphylaxis and Asthma Management Policies for further information.



# Honesty

Students are required to be honest in their dealings with all other members of the School community. Lying, thieving, cheating and the protection of liars, thieves and cheats cannot be tolerated. Students in breach will immediately be reported to the **Class Teacher/House Leader**.

## House System

All students at St Paul's School are placed into one of five Houses – **Boek, Gladius, Mitre, Scudo and Taja**.



These Houses were established in 2016, with names that reflect the cultural heritage of the School and reference the School Crest.

The five Houses run from Pre-Prep through to Year 12 and form the foundation of a student's journey at St Paul's. Students compete under their House's flag in all-School events such

as the swimming carnival, cross country and athletics carnival, while also attending chapel and tutor groups within their Houses.

Each House has two captains who work with their House Leader to build community and contribute to the life of the School.



# International School

The International Sub-School offers a High School Preparation Program (HSPP) for international students and offers study tours for groups. The HSPP enables international students from Non-English speaking backgrounds to become proficient enough in English to participate in regular mainstream classes.

## Lockers

Students in Years 7-12 will be allocated a locker, and all school and sports bags should be secured in these lockers, with Students own padlock. 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 with their own padlock.

## Newsletter

SPS News is published at the end of each month. It contains correspondence from senior and other staff, upcoming sports details, notices from the Association and Supporter groups and reports of recent school activities. The newsletter is distributed via email to all School parents and students and is also accessible via the School's website.

## Map of School

The School map is located [→ on the School website](#).





# Mobile Phones

This policy applies on School days between the bell at 8:35am until the bell at 3:10pm and during school activities.

Between these times:

- Mobile phones are to be secured away in lockers for Senior School and given to classroom teachers in Junior School.
- Earbuds and headphones are not to be worn on the school grounds and may only be used in class under teacher direction.
- Notifications are to be switched off on wearable devices.

# Music

Students are offered many and varied musical experiences as part of the SPS Music program, whether in one of our renowned instrumental ensembles, in private instrumental lessons, or in the classroom, and we consistently strive to help our students push themselves to achieve their best.

The ensembles at SPS are of an incredibly high standard, and involvement in these groups allows students to gain valuable experience performing in front of both their peers and the wider community.

Information relating to performances, ensembles, music tutors, and more is available on the [→ St Paul's Music website](#).

# Open Events

From time-to-time students are required to attend Open Events at the School. These occasions may take place on weekends or during the school day and provide a good opportunity to showcase both the School and its students. Students who are participating in sporting events on the day are permitted to wear the appropriate sports uniform while all other students are required to wear school uniforms. The School will notify students prior to the event if they are required to wear the full Formal uniform.



# Parent-Teacher Interviews

Parents have the opportunity to talk to teachers at various parent/teacher afternoons during the year. Parents will be advised of these dates via email. On such afternoons/evenings, parents book a timeslot to discuss progress. Interviews with Teachers can be arranged at any time during the year through House Leaders in Secondary School and Director of Junior School in Junior School.

## Parking

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.

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.

**Senior School and International Sub-School Students** should → [refer to the School map](#) for the Secondary School drop off area. This is the roundabout accessed via 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. If you are visiting the Senior School and need to park your car, please refer to the School map and use the lower car park.

**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 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 and in the adjacent streets from time to time.



In the interests of safety and compliance with local council laws for all our users, dropping and picking up students is not allowed in the bus zone in the front of the School. **Parents are not to drop off and pick up students in the Staff Carpark in front of the Tooth Centre.** Long term parking is available in either the Lower Carpark near the Tooth Building or in the Attunga Street carpark. Your child should not be approaching a vehicle at any point other than the designated pick-up areas. Please help your child to adhere to this rule. **Parents are asked to ensure no child/student is left at the school grounds later than 5.30pm.**

Our full School [→ parking policy is available here.](#)

## Privacy Policy

Following the introduction of Federal Legislation in December 2001 the School has implemented a [→ policy](#) concerning privacy as it relates to students, parents, staff and service providers.

## Reception

There are two areas for parents and visitors to report:

- **Tooth Reception** when paying accounts, or when collecting students from the **Health Centre.**
- **Junior School reception** when collecting students from the Junior School infirmary.

## Reporting

At St Paul's School, we are committed to providing comprehensive and transparent reporting on student progress throughout the academic year.

In the Junior School, students receive an end-of-semester report that details their progress across all curriculum areas. This report provides valuable insights into the student's development and achievements in various subjects.

In the Secondary School, students receive an academic statement at the end of each semester. Additionally, we offer progressive reporting throughout the year. Through the [→ Student Café](#) (for students) and [→ Parent Lounge](#) (for parents), upcoming assessments and completed assessments, including grades and comments, are available for review.





# Retail Uniform Shop

The Retail Shop is the only authorised provider of SPS uniforms and corporate products. The shop is open Mondays to Fridays from 8.00am to 4.00pm. Extended trading hours are available at the start of the new school year. These times are advertised → [on the School website](#). The email address is [✉ Retail@stpauls.qld.edu.au](mailto:Retail@stpauls.qld.edu.au)

The School uniform policy is located in the → [Student code of conduct](#).

# School Times

For Years 7 - 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.

# Smoking and Vaping

The School has a zero tolerance for students smoking or vaping. If a student is discovered smoking, vaping, or possessing cigarettes or vapes the contraband will be confiscated and their parents contacted around significant penalties.





# Sport

At SPS, a holistic education is at the heart of all our endeavours. Sport and a holistic education are deeply interconnected, playing a crucial role in the shaping of well-rounded students who can develop into young men and women of character, integrity and faith. When a student is a part of a holistic education model, they are nurtured to develop their intellectual, emotional, physical and social capabilities, fostering balanced growth and challenges. At SPS, we believe sport is as an essential component of this approach and offers numerous benefits that go beyond physical fitness.

The sporting program at SPS encourages students to become their most authentic and flourishing version of themselves and complements the academic learning they complete at school. They are challenged with opportunities that develop their perseverance, resilience, discipline, teamwork and collaboration capabilities, leadership skills and empathy – important traits for lifelong learning and growth. In addition, they also have a healthy outlet for their energy and emotions which is important for navigating the academic pressures and social challenges commonly experienced with teenagers, as well as enhancing cognitive function, concentration, memory and focus (Australian Institute of Health & Welfare [AIHW], 2024).

SPS sport has 5 underpinning values that matter far more than wins or losses, and ensures all students show respect for their teammates, opposition, coaches, managers, umpires and themselves. These values are:



**Sportsmanship**



**Discipline**



**Growth**



**Accountability**



**Excellence**

Students who demonstrate these core values ensure they are representing themselves and the School in the best way possible. In addition, developing these values ensures students are thriving far beyond the sporting field and are creating a foundation of success for life beyond school.

To enhance the accessibility of sport at SPS, students have several ways that they can take part in the program. In a pastoral setting, students are encouraged to show house spirit and passion through their participation in interhouse sporting carnivals which are an integral part of the school calendar. In the extra-curricular setting, students have the opportunity to be a part of various sports across Terms 1-3, with some sports also having pathways that allow students to compete at external competitions as well. While participation is not compulsory, it is heavily advised and helps students to make up their compulsory involvement in at least 2 extra-curricular activities per year.



# TAS Sport

SPS participates in the Junior and Senior TAS Competition. The Associated Schools (TAS) was established nearly 70 years ago and has been a foundation for inter-school sporting competitions for a number of prestigious Brisbane and surrounding schools.

TAS now comprises eight co-educational schools, providing sporting competitions and events to both junior and senior school children.

More information can be [→ found on the TAS website.](#)



## Secondary TAS Sporting Program

The sporting year is separated into three trimesters. Following is a list of sports and the trimesters schedule for Saturday sport. Students will be advised of sign-on procedures and dates, via email.

## Junior TAS Sporting Program

Junior School students participate in a Saturday morning interschool competition in the Junior TAS Competition.

### Term 1

**Girls:** Basketball, Tennis, Football (Soccer)

**Boys:** Cricket, Volleyball

**Girls & Boys:** Swimming

### Term 2

**Girls:** Hockey, Netball

**Boys:** Rugby, Tennis

**Girls & Boys:** Cross Country

### Term 3

**Girls:** Volleyball, Touch Football

**Boys:** Football (Soccer), Basketball

**Girls & Boys:** Athletics

### Term 1

**Girls & Boys:** Hockey, Cricket & Swimming

### Term 2

**Girls & Boys:** Netball, Rugby Union & Cross Country

### Term 3

**Girls & Boys:** Athletics, Basketball & Football (Soccer)

### Term 4

**Girls & Boys:** Touch Football & Tennis



Games are normally held on Saturdays throughout the School Terms. Students are responsible for informing coaches if they are unable to attend practices or games early enough for replacements to be found. Individual coaches will communicate directly with team members about meetings and any changes to scheduled training or fixtures.

SPS students also participate in inter-House Swimming, Cross Country and Athletics competitions to score points for their respective Houses. These carnivals are held on a weekday during each term and **participation by all students in these competitions is strongly recommended.**

The Sports draw is published → [each week in on the School website](#). This provides detailed information of each fixture including times, fields, and venues. The Sports draw also contains reminders about upcoming fixtures and wet weather arrangements.

## Sports Policies and Information

- [Secondary School Sport Handbook](#)
- [Junior School Sport Handbook](#)
- [School Colour & Blazer Embellishment Policy](#)
- [JTAS & TAS Sport Participation Expectations](#)

# Severe Weather

The School's severe weather policy → [can be found here](#).





# 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 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.

# Student Protection

Protection for children and young people is of paramount importance and Anglican Schools are required to follow the Diocesan policy.

Anglican Schools have a responsibility placed upon them by Gospel values. They are bound by Christian, legal and professional obligations to provide spiritual and educational opportunities within a safe and protective environment and, when matters of concern arise, having in place a procedure for reporting inappropriate behaviour, harm or sexual abuse.

All complaints of child sexual abuse and sexual misconduct are taken very seriously. If you are a current student, or the parent of a current student, and you wish to make a complaint or seek assistance, you can contact one of our School's Student Protection Officers or the Principal, John O'Sullivan Williams.

If you are a past student and wish to make a complaint or seek assistance/information, please phone the Director of Professional Standards of the Anglican Church Southern Queensland, Greg Milles on 1800 242 544. Further information for past students is also available at the → [Anglican Church Southern Queensland](#).

→ [Child and youth risk management strategy 2024](#)

→ [Protecting Children and Young People in Anglican Education Guidelines and Procedures](#)

→ [Protecting Children and Young People in Anglican Education Policy](#)



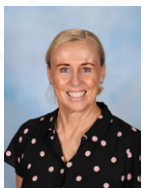
# Student Protection Officers



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House Leader (Boek)  
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Head of Studies - Junior School  
**Junior School**  
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Director of Junior School  
Nominated Supervisor ELC  
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**Neil White**  
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**Jon Andrews**  
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**Sharon Sutherland**  
Homestay Coordinator  
**International School**  
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☎ 3261 4040



# Sun Safe Policy

The School insists on the implementation of sun safety practices for all of its students. Students are required to wear a **School uniform hat or School sports hat** at all times when outdoors including walking to and from class. Exceptions include some sporting activities and when in the swimming pool.

- **Sunscreen** is available for student and staff use from the Walker Centre.
- **Sunglasses** that meet the minimum standards of the Queensland Cancer Society may be worn outside the classroom, including when traveling to and from school. The School takes no responsibility for the security of sunglasses and recommends that expensive models are not worn. A wide range of approved sunglasses are available from the Retail Uniform Shop.
- Students are urged to wear **protective swimming apparel** when in the swimming pool and when engaged in activities in the pool enclosure.

## Term Dates

Details are published each year [→ on the School website](#).

## Transport to and from School

Bus routes to and from St Paul's published [→ on the School website](#) are operated by:

- Brisbane Bus Lines Ph. 3354 3633
- Brisbane City Council Transinfo Ph. 13 12 30
- Hornibrook Bus Lines Ph. 3284 1622
- Thompson Bus Service Ph. 3882 1200

Parents are advised to contact their respective bus company before the commencement of the School year to establish stops (pick up/set down) and weekly fares. It is the responsibility of guardians to ensure that arrangements are made for the safe transport of their children to and from School. For the safety of all and the good reputation of the School, all students are expected to conduct themselves in an exemplary way, while using public transport.

**Train travel for very young children would only be a safe option if they are in the care of an older sibling.**

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.



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.

## Tuckshop

The Tuckshop is operated for the benefit of the students and staff. Students may access the Tuckshop before school from 7.00am for breakfast items, and during the recess and lunch breaks. Students may not access the Tuckshop at any other time. Payment can be made via cash, credit/debit card or via a student ID with funds supplied via [→ Flexischools](#). This is where food can be pre-ordered also. The Tuckshop menu is available via Flexischools and food is able to be pre-ordered here.

**Junior School students** use the Bag System for placing lunch orders with their Class teachers at the beginning of the school day. No Junior School students (other than monitors) may visit the Tuckshop at Morning Tea unless they have a note from their teacher.

## Valuables

- While all reasonable care is taken by the School to provide security for personal items, the extensive grounds and expansive campus make it impossible to guarantee security of property. Therefore students are strongly advised not to bring valuable personal items, large sums of money etc to school.
- Should this be unavoidable such items should be kept on their persons at all times where possible or, in Secondary School, kept in their locker with a secure lock provided by the student.
- Students are advised not to leave bags out in the grounds, but to place them in racks outside classrooms where security is enhanced.
- Should theft or loss occur students are to advise their House Leader in Secondary School or classroom teacher in Junior School. They are then to inform their Head of House and fill out the appropriate advice form at Tooth Centre Reception.





# Uniforms

Students should show pride in themselves and the School. All students are required to wear the correct uniform at all times. The manner in which it is worn should reflect the values of personal dignity, respect for others, and identification with the School community.

Parents and carers should ensure their child's name is marked on the tags of each item of clothing to ensure it can easily be returned to its owner should it be misplaced.

The full School uniform policy is located in the [→ Student code of conduct](#).

# Withdrawal of Students

One term's notice in writing is required in the event of a student's withdrawal, for example if a student is not returning in Term 1 then the school must be advised in writing before the commencement of Term 4 in the preceding year. This correspondence should be addressed to the Principal. In the absence of such notice, one additional term's tuition fee will be charged in lieu of notice. This provision will not apply if the Principal is advised within 14 days of notification of a prospective fee increase. Calculation of the grace period will commence from the date of notice of the fee increase.





# SPS

An Anglican School

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**Email:** [enquiries@stpauls.qld.edu.au](mailto:enquiries@stpauls.qld.edu.au)

[www.stpauls.qld.edu.au/](http://www.stpauls.qld.edu.au/)



An Anglican co-educational school from Pre-Prep to Year 12.  
The Corporation of the Synod of the Diocese of Brisbane Trading as St Paul's School. CRICOS: 00515F