



ST PAUL'S LUTHERAN PRIMARY SCHOOL

Parent Handbook

St Paul's Lutheran Primary School
55 Smiths Rd
Caboolture QLD 4510

Phone: 5495 5899
Email: postmaster@stpaulslps.qld.edu.au

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ST PAUL'S LUTHERAN PRIMARY SCHOOL

Directory

St Paul's Lutheran Primary School
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Phone: 07 5495 5899
Email: principal@stpaulslps.qld.edu.au
Web: <http://www.stpaulslps.qld.edu.au>

Outside School Hours Care (OSHC)
Service Leader: Nicholas Peto

55 Smiths Road Caboolture Qld 4510
PO Box 1324 Caboolture QLD 4510
Phone: 07 5428 0322
Mobile: 0417 644 058
Email: stpauls.oshc@qlecs.org.au

St Paul's Lutheran Kindergarten Service
Leader: Samantha Beaman

55 Smiths Road Caboolture QLD 4510
Phone: 5432 4318
Email: stpauls.kgt@qlecs.org.au
Web: <http://www.stpaulslps.qld.edu.au>

St Paul's Lutheran Church
Pastor: Mike Neldner

65 Smiths Road Caboolture QLD 4510
Phone: 07 5499 1227

Grace Lutheran College – Rothwell Campus
Head of College: David Radke

Anzac Avenue, Rothwell Qld 4022
PO Box 3181 Clontarf DC QLD 4019
Phone: 07 3203 0066
Email: grace@glc.qld.edu.au
Web: <http://www.glc.qld.edu.au/>

Grace Lutheran College – Caboolture
Head of Campus: Jason Miles

129 Toohey Street Caboolture Qld 4510
PO Box 1424 Caboolture QLD 4510
Phone: 07 5495 2444
Email: enquiries_cc@glc.qld.edu.au

Reporting Sexual Abuse

Sexual abuse by people in positions of trust has a destructive impact on the lives of many people. The Lutheran Church of Australia has established a confidential Hotline where you can report sexual abuse harassment by church workers.

Toll Free Number: 1800 644 628
Postal Address: Box 519 MARDEN SA 5070
Email: report.abuse@safeplace.lca.org.au

ST PAUL'S LUTHERAN PRIMARY SCHOOL

WELCOME

Welcome. I trust that you will find this handbook helpful as it is designed to answer many of the day-to-day questions you may have about the school.

You are encouraged to go through this handbook, even though you may have been at the school for a number of years. From year-to-year changes are made to the way in which the school is operated.

I wish everyone a blessed school year.

Katrina Valencia
Principal

THE SCHOOL BACKGROUND

The St Paul's Lutheran congregation had an ambition to build a school in Caboolture that would not only service the needs of their children, but provide good Christian education for others in the community. In 1980 the church purchased the land the school now occupies. The school opened its doors for the first time some 5 years later. The school continues to expand with triple streaming begun in the junior classes, and planned to continue through to Year 6 classes.

Trish Brady was the first teaching Principal; there were initially three classes. These were pioneering days. Parents, children and staff joined together with a will. Difficulties and shortages were overcome with inventiveness and energy. The school became involved with a variety of local activities and soon became well known within the town and surrounding districts.

Mr Bob Oster was the next Principal of the school. He commenced in the position in 1993. Mr Oster had a desire to return to the class as a teacher and after two years his dream became a reality. Bob retired from teaching part way through 2008.

Mr Trevor Winderlich followed Bob Oster in 1995 and was confronted with the dilemma that he was turning more students away than he was enrolling. During 1996 the decision was made to add a Preschool to the classes offered, and to begin double streaming all grades from Preschool to Year 7.

Trevor Winderlich retired at the end of 2004 and was replaced by Mr John Heffernan. John Heffernan was charged with the responsibility to represent the interests of St Paul's in the commencement of the Grace Lutheran College Caboolture campus during its planning stages prior to its opening in 2008. John was asked to commence a third stream at St Paul's as a response to increased interest in St Paul's. After taking long service leave, at the end of 2008 John took a change of direction and became a Pastor to the St Paul's Community.

In our 25th year, 2010, we also welcomed Anton Prinsloo as our new Principal.

St Paul's has since opened a 2-unit Kindergarten in 2013, and a Pre-Kindy unit in 2016 under the Directorship of Samantha Beaman.

MISSION STATEMENT

St Paul's Lutheran Primary School equips our community of learners with a Christian world view for living through sharing the love of Jesus. Our inclusive community provides a quality future-focused education in an ever-changing world, encourages excellence and inspires a love of active lifelong learning.

The School Logo

The school logo is characterised by four elements: the cross; the dove, the shield and the sword.

- The cross is the symbol of the church and reminds us of Jesus' death for us.
- The dove is the symbol of the Holy Spirit who resides in us and empowers us to live as God's children.
- The shape of the emblem is that of a shield; reminding us of the shield of faith: *At all times carry faith as a shield for with it you will be able to put out all the burning arrows shot by the Evil One* (Ephesians 6:16a).
 - The cross is tipped as a two edged sword: *The word of God is alive and active, sharper than any double-edged sword. It cuts all the way through, to where soul and spirit meet, to where joints and marrow come together. It judges the desires and thoughts of the heart* (Hebrews 4:12).



ST PAUL'S LUTHERAN PRIMARY SCHOOL

The School Motto: *The Lord Gives Wisdom*

This comes from Proverbs 2.6: *It is the LORD who gives wisdom; from him come knowledge and understanding.* The knowledge and understanding provided by a formal education comes from God; but God wishes to bless everyone with abundant life-saving spiritual wisdom that knows and acknowledges Jesus as Lord.

The Logo of the Lutheran Church of Australia

The Lutheran Church of Australia's logo has four main elements; the slanted cross, the Southern Cross, flames and a circle.

- The slanted cross indicates forward motion in a Christ centred church.
- The Southern Cross indicates our geographical location and acknowledges God as creator.
- The three flames interlocking to form one, represent the Triune God.



The circle symbolises our unity in Christ and the eternal nature of God.

THE THEOLOGICAL BASIS OF THE SCHOOL

The School accepts the Holy Scriptures [Bible] of the Old and New Testaments as the divinely inspired and inherent Word of God, and as the only infallible source and norm of all matters of faith, doctrine and life.

The doctrinal basis of the school is found in the confessions of faith as contained in the Book of Concord of the Lutheran Church.

THE OBJECTIVES OF THE SCHOOL

The School is an integral part of the ministry of the St Paul's Church and is established to offer Christian Education to children in the congregation and in the community.

The objects are:

1. To provide the children with a comprehensive program of education that is conducive to the development of their talents and skills for responsible Christian living and service;
2. To encourage children to strive for excellence in learning according to individual ability;
3. To help children to value themselves as persons created in the image of God, saved and forgiven by Christ, and made members of His Body, the Church, and to express their new life in Christ in their relationship with God and others;
4. To promote the spiritual life and development of the children through worship, study of the scriptures and pastoral care, so that they may know God and His saving love in Jesus Christ, respond in faith and grow to Christian maturity;
5. To encourage the children to give witness to their faith in Christ in school, at home, in the church and in the community;
6. To assist parents in fulfilling their God-given responsibilities to their children;
7. To serve the State by providing it with responsible citizens equipped to contribute positively to its well-being.

St Paul's Lutheran Church

Parents and friends of the school are always welcome and invited to worship with us. Worship Services are held at 9.00a.m. each Sunday.

MANAGEMENT OF ST PAUL'S

Ownership

St Paul's Lutheran Primary School is a school of the Lutheran Church of Australia Queensland District (LCAQD). The school is constitutionally accountable to Lutheran Education Queensland. A Memorandum of Understanding describes the close relationship between the school and the St Paul's congregation.

Role of the School Council

Currently St Paul's school and congregation nominate a minimum of eight members to the School Council, a number of whom are parents of the school. A member of the School Council is appointed to the St Paul's Church Business Council and reports to them on a monthly basis and annually to the LCAQD. The Principal as the CEO of the school, is an ex-officio member of the council.

The School Council acknowledges the Principal as the school's manager and educational leader. The council's role is to develop a framework of policies for the good management of the school. It also works to see that the school develops in a thoughtful and planned way through the implementation of a strategic plan. It is the role of the Principal to see that council policies and plans are implemented. The School Council does not interfere with the day to day running of the school.

PARENTS AND FRIENDS GROUP (P & F Group)

Fundraising contributes a significant amount to the school's operating budget and strives to conduct their business in a thoughtful and ethical manner.

The Committee

1. The committee consists of any members of the St Paul's school and church communities who wish to attend meetings and contribute to the work of fundraising.
2. The committee meetings are chaired by the P&F Group President or his/her delegate.
3. The school's Business Manager attends the meetings as a consultant.
4. The committee, in consultation with the Principal, identifies a fixed number of fundraising events for the year, usually one a term. The school tuckshop and Spring Fair are exceptions to this.
5. People from within the committee are invited to volunteer to coordinate the various predetermined fundraising activities.
6. The purpose of the P&F Group is to *support* the fundraising initiatives of the school. It is an ideas and support forum only; it is not a watch-dog committee.
7. The committee does not disperse the funds raised although any view they have will be considered by the Principal.

ST PAUL'S LUTHERAN PRIMARY SCHOOL

School Executive

Principal	Anton Prinsloo
Deputy Principal	Lois Kube
Business Manager	Ian Bloxham
Head of Teaching & Learning	Emma Bird

Class Teachers

Year 6	Rebecca Qualischefski, Matt Nicholls
Year 5	Dom Riley, Amanda Seeman
Year 4	Lynda Witham, Ray Bellert
Year 3	Marnie Ferguson, John Smith
Year 2	Cathy Henderson, Julie Woolf
Year 1	Janelle Cross, Ruth Byers
Preparatory Year	Joyce Kapinga, Katrina Crispe, Carol McFarlane

Specialist Teachers

Learning Enrichment	Jacquie Delroy, Amanda Wyatt, Katrina Russell
Music	Carol Ellwood
Physical Education	Jessica Schneider
Teacher Librarian	Danielle Morris
Japanese	Amanda Walker, Lizzie Hewett

Teacher Assistants

Prep	Donna Armstrong, Melita Currie, Peta Hare, Wendy Mitchell
Year 1	June Zanow
Year 2	Helen Malcomson
Year 3	Emma Chapman
Year 4	Carissa Klinge
Year 5	Robyn Dellaway
Year 6	Julie Boustead

Library Technician	Robyn MacMillan
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ST PAUL'S LUTHERAN PRIMARY SCHOOL

IT Support Aaron Hayton

Office Administration

Executive Assistant Donna Graham

Business Manager's Assistant Monique Gledhill

Reception
Cheryl Buda
Deb Forshaw
Sarah McIntyre
Maddie Ryals
Emma Duggan

Uniform Shop Deb Forshaw

Tuckshop Jenny Venier

Maintenance/Grounds

Maintenance & Grounds Ian McKellar, Karen Dickens

Cleaning Contract Cleaners

School Pastor

Pastor Mike Neldner is the school Pastor. He is here for you and your family. Should you require spiritual advice, pastoral care or someone to talk to, he is happy to either speak with you or help you find a qualified counsellor in your area of need. Feel free also to ring him on 5499 122 or 0421131965.

Chaplain

Teneille Kirby is our school chaplain. She is at school each Wednesday to Friday. If you would like your student to spend some time with Teneille, referral forms are available from the Chappy's Lounge or the school office.

ENROLMENT

St Paul's Lutheran School offers quality education in the environment of a Christian school. Enrolment is open to all participants regardless of ethnic origin, gender and religion provided that:

By enrolling a child at the school parents undertake to support, willingly and freely;

- ☐ The Christian basis, philosophies and behaviour standards of the school
- ☐ Adequate space and resources are available
- ☐ The school is able to cater for any special needs the students may have. This is investigated as part of enrolment procedures.
- ☐ You undertake to support the recommendations of staff in the education of your child

ST PAUL'S LUTHERAN PRIMARY SCHOOL

Please note that enrolling parents should notify the school of the following:

- ☐ court orders that restrict access to students by other family members
- ☐ immunisation detail.

FINANCE

St Paul's fees are competitively priced and the school strives to keep them so. Built into this structure is a generous sibling discount. Parents who feel the fees are still beyond their means, should discuss this matter confidentially with the Business Manager. The 2021 fees are as follows:

	Annual Rate	Term Rate
1st child	\$4,060	\$1,015
2nd child	\$2,842	\$710.50
3rd child	\$2,030	\$507.50
4th child	Or additional children	Free

Fees cover the cost of tuition but not school excursions, camps, transport for sport, stationery, texts, external competitions, external diagnostic and support services, and individual musical instrument tuition.

Annual Payment discount

A \$150 discount applies, per child billed, to those families that pay their annual fees by the 19th of February, 2021.

Unannounced or Mid-Term Departures

Families that leave the school mid-term are expected to pay the full terms fees. This may also apply to those who do not give sufficient warning of their departure.

Convenient ways to pay

The school has EFTPOS, Credit Card facilities, Direct Debit, Secure Online and BPAY to make payments more convenient. Please enquire at the office for details on fee payment options.

To assist people with busy lives the office has implemented a number of time saving initiatives to make the payment to the school easier.

- ◆ An envelope can be given to reception in which you can place a cheque or a completed Credit Card authorisation form. Please indicate on the envelope what the money is being paid towards.
- ◆ Credit Card payments can also be taken over the school webpage for school fees and excursions – via an internet payment system (powered by Westpac). This payment system can be accessed under Enrolments School Fees and then follow the link.
- ◆ You may also make payments over the phone by providing us with the amount to pay and your Credit Card number.
- ◆ Via Phone and Internet banking. B Pay is an easy and convenient way to pay fees. If you have internet B Pay can be set up to pay periodically weekly, fortnightly etc.
- ◆ Direct Deposit can be made; **parent names and codes must be quoted** for speedy processing.

Credit Card Authorisation forms are available from the office. They are also located in the Uniform Shop for your convenience. You simply fill in your details and hand them to either the receptionist or uniform shop attendant.

Building Fund

St Paul's has plans for further building projects in the future. The school council believes that parents should have an opportunity to contribute something towards these developments if they are financially able to do so. For this reason, a Building Fund Levy is itemised on each fee notice at the amount of **\$75 per family per term**. You may choose to pay the annualised amount of \$300.00 at the commencement of the year. ALL PAYMENTS TO THE BUILDING FUND ARE VOLUNTARY. Payments to the fund are TAX DEDUCTIBLE and separate receipts are issued for this purpose. Please consider what you can afford to donate. No amount is too small.

LLL School Banking

The LLL (Lutheran Laypeople's League) offers St Paul's Lutheran Primary School a school banking system similar to those offered by commercial financial institutions. LLL school banking can encourage students to develop regular saving habits which can be maintained throughout life.



Deposits placed with the LLL assist schools and churches with low interest loans. Your deposits will directly help St Paul's secure loans. Here are some points to consider:

- ✓ The LLL offers an attractive interest rate (check www.lll.org.au for the current rate).
- ✓ There are no account fees and all deposits are available at call.
- ✓ LLL internet banking is available.
- ✓ Deposits can be made at the school on Wednesday morning, by mail or electronically by quoting LLL BSB 704942 and your account number.
- ✓ Withdrawals can be made either by mail, or over the internet.
- ✓ Transfers can be made from your LLL account to a third party via the internet.
- ✓ Children will receive their own passbook to encourage them to develop good saving habits.

LLL is a fantastic way to save money yourself, while raising money for your child's school. The LLL offers no fee savings accounts with internet access. These deposits are "at call" and earn a competitive interest rate, and as such, are a great way to save.

The bonus of this is that these deposits can be nominated as "Matching Deposits". Matching Deposits are where the depositor nominates their deposit to be offset against say the school's loans borrowed through LLL. By doing this, the school can save anywhere between 1-3% in interest on the loans, which really adds up to saving the school tens of thousands of dollars. Your money is not used as security for the school's LLL loans when nominated as a matching deposit, and as mentioned before, your money is "at call".

So, if you want to save money for yourself, and your child's school, please enquire about the LLL today, either at the office or visit <http://www.lll.org.au/> for further details.

VISITORS and VOLUNTEERS

Visitors

A visitor to the school is one who is not part of the staff or parent body. All visitors must sign in at the office and record the purpose of their visit. When departing visitors are required to sign out at the office.

Parent Helpers and Volunteers

All parents who come into the school in the capacity of helper or volunteer must sign in at the office. When leaving the school, the parent helper or volunteer must sign out. Training in Valuing Safe Communities (VSC) is required.

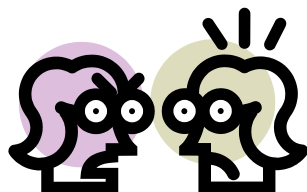
Volunteers for overnight camps are required to complete a *Volunteer Roles and Responsibilities when attending Camp Agreement*. In addition to this a Police Check is to be obtained and a copy to be provided to the school.



NO SMOKING

St Paul's is a No Smoking Zone.

RAISING CONCERNS and DISPUTE RESOLUTION



From time to time parents have a need to address concerns about their children and aspects of the school in general, with someone from within the school community. The following is a guide to the best way of dealing with these matters:

Read This First: Are You a Rescue Parent or a Supportive Parent?

Most parents can be identified as either a "Rescue" or "Supportive" parent. Rescue parents are those who look for excuses or reasons to shift blame to others where their child is concerned. They deflect or spread the blame to others to "rescue" their child. Supportive parents however keep an open mind and have a measure of trust in the school. They recognise that the school has no hidden agenda with their child and are willing to listen and do what they can to support the teacher and their child. If need be, after considering all the angles they may still bring an issue to the school's attention where there is a genuine area of concern. They do so in a decent and respectful way. For a fuller discussion on this problem please refer Appendix under *Rescue and Supportive Parents*.

Our desire is to work with parents who maintain a supportive approach to their dealing with the school.

Concerns over classroom matters

Classroom issues are best dealt with by the teacher concerned. Coming to the Principal or the deputy should be considered only after the classroom teacher has been given a chance to resolve any issues of concern. Avoid seeing the teacher about these deeper concerns before the school day. It is always **best to make an appointment** to speak with the class teacher after school where there is usually more time to explore the issues fully.

Concerns over behaviour

The Deputy Principal has overall responsibility for Behaviour Education in the school. If the concern relates to classroom-based behaviour you should first address this with

the teacher concerned. If you feel that you need to take matters further, the Deputy Principal should be contacted. If she is unavailable or you feel that the issue needs to be brought to the Principal's attention, then make an appointment to speak with him.

Concerns over financial matters, uniforms and textbook purchases

These can sometimes be resolved by speaking with the staff at reception. Confidential matters should be raised with the Business Manager in the first instance or the Principal if necessary.

General school issues

General school issues or concerns should be directed to the Principal or his deputy. The deputy is the "day manager" of the school, i.e. routines, rosters, staff placements, student issues etc. The over-arching manager is the Principal.

Some Advice

- Unnecessary anxiety over an issue can be caused by "suffering in silence". If an issue is eating at you, please come and speak with someone.
- Please undertake all your dealings in a decent and civil manner. Rudeness, harassment and bullying of staff may lead to the exclusion of the family from the school.

State laws empower the Principal to evict and ban violent, bullying and stalking parents from schools.

- Never approach another child in the school when trying to sort out disputes between children.
- Avoid speculative car park gossip. It undermines confidence in the school, generates unnecessary anxiety and unnecessarily ties up school staff in dismissing nonsense or hearsay.

DAY TO DAY ROUTINES and PROCEDURES

Term Dates

St Paul's term dates are often different to the published dates for Queensland state schools. From time to time the school will hold student free days for staff training purposes. Parents will be advised and these will be added to the school calendar.

Term 1	Wednesday, 27 January – Wednesday, 31 March	10 Weeks
Term 2	Tuesday, 20 April – Thursday, 24 June	10 Weeks
Term 3	Tuesday, 13 July – Friday, 17 September	10 Weeks
Term 4	Tuesday, 5 October – Wednesday, 1 December	9 Weeks

Pupil Free days

Pupil free days allow staff to meet for (often mandated by governments) in-service training and necessary planning. We try to keep these to a minimum but they are unavoidable in this age of increased expectation and compliance. The following is a list of planned pupil free days for 2021. *Please note these are subject to change:*

26 April
3 May
9 August
19 November

The School Hours

Children should arrive at school no earlier than 8.00 a.m. and leave between 3.00 p.m. and 3.30 p.m. (unless attending the Out of School Hours Childcare). Students are to wait in the undercover areas before school and either in the undercover area or at the Pick Up Zone after school.

It is unreasonable to expect the school to accept responsibility for children and their care outside these publicised times. Parents must pick up students by 3.30p.m. as staff have other duties to attend to after 3.30p.m.

8.20 a.m.	Classroom Open
8.30 a.m.	Classes begin
10.50 a.m. – 11.30 a.m.	Morning Tea
12.50 p.m. – 1:30 p.m.	Lunch time
3.00 p.m.	Classes finish



Please observe the following:

- ➔ Be punctual; late arriving students disrupt the flow of the first lesson.
- ➔ Do not enter rooms after the start of school without knocking and waiting for the teacher to approach you.
- ➔ Reserve the time prior to school for brief messages for the teacher. Lengthy enquiries should be held over for an after-school appointment.

Absenteeism

To ensure the proper care of students we need to know if a child has not arrived at school after leaving home under normal routines. Therefore, if a child is going to be absent for a day or part of a day, the school must be notified. This is accomplished by:

- ☐ Via the School App
- ☐ Phoning the school, preferably in advance or **by 9:00a.m** on the morning of the day concerned. Follow the prompts to the absentee line and leave a message. If you call outside Admin hours please leave a message on the after-hours line.
- ☐ Email notification reception@stpaulslps.qld.edu.au
- ☐ By prior notification through the school office

In the event that the school is not informed of an absence, parents will be contacted, via a text message, to confirm the absence and the reason.

If parents confirm that the child was sent to school and the school has no record of that child's arrival, Police will be contacted immediately.

Contacting parents is very time consuming and costly so please don't forget to notify the school.

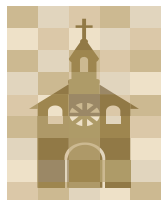
Late Arrivals and Early Departures

As part of the school duty-of-care obligations under State and Commonwealth Regulations you are asked to abide by the following procedures:



1. Students who arrive late for school (after the 8:30a.m. bell) are required to be signed in at the office. A late slip will be issued and this should be taken by the student or parent to the child's teacher. If the child does not produce a late slip, they will be sent back to the office to sign in.
2. Should you need to withdraw your child for part of the school day (e.g. doctor's appointments etc.) it is good manners to write a note or email to the teacher informing them of the intended withdrawal. Please report to the office before collecting your child and collect a card to show the teacher. Please return to the office with the student I.D. to scan out.

School Chapel and Assembly



School Chapel for prep to Year 6 is held each Wednesday morning at 8.35 a.m. in the church adjacent to the school. The School Pastor and others conduct the worship. All parents and family are welcome to attend chapel at these times.

Senior Assembly each Thursday at 1.35 p.m. and Junior Assembly is held each Friday at 1.35 p.m. Assemblies are held in the church and parents are welcome to attend.

School Worship

Christian Education is an integral part of the curriculum, as well as formal Christian Studies lessons and worship. Each class includes a daily devotion time. This is in addition to the Chapel conducted by the School Pastor.

Library Borrowing Procedure

Prep to Year 6 students come to the Library every week for a 40 minute lesson. During this lesson students will:

- ☐ borrow books,
- ☐ have books read to them,
- ☐ explore different genres and text features,
- ☐ learn how to use the library effectively,
- ☐ learn how to use the search machines
- ☐ further develop their research skills.

Students are expected to borrow each week.

Borrowing of books:

Prep: 1 book

Year 1 and 2: 2 books

Year 3, 4 and 5: 3 books

Year 6: 4 books

Please be aware that the Library Effort mark on the student report is based upon the student's borrowing over the semester and their participation in class.

Other borrowing times are: 8-8.30am and 3-3.30pm

All students must have a school library bag. No plastic shopping bags are allowed for safety reasons. If they lose their bag, another may be purchased from the uniform shop.

Overdue Process:

If books are not returned after the two week loan period they are deemed overdue and we follow a four step process:

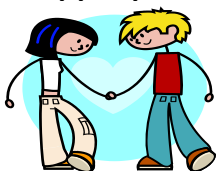
1. A reminder slip will be given to your child to take home
2. The following week another reminder slip will be sent home requesting either the return of the book/s or the replacement cost
3. If books are not returned by the last week of term, the Library Teacher will contact parents by email or phone to inform them of the overdue book/s
4. If the books are not returned or paid for by the end of the first week of the following term the replacement cost of the book/s will be added to the students' school fees for that term

Mobile Phones, and other Electronic Gadgets



If parents deem that a mobile phone is a necessary item for their child to bring to school then the school expects that it be handed in at reception for safe keeping. These are signed in at the office and signed out by the student. This ensures that the phones are not stolen or used in an inappropriate way. Electronic devices, are discouraged to minimise the risk of theft.

Inappropriate Relationships



In the best interest of your child's education over-familiar adult-like behaviour between "student couples" (e.g. kissing, hand-holding, embracing etc.) is banned from this school. Relationships between couples are discouraged at school. Parents are asked to give their full support to this policy.

Lost Property



Ensure that all items brought to school are clearly labelled with your child's name. A Lost Property Box is located adjacent to the undercover area. Please check this regularly for lost items.

School House System

St Paul's has 3 School Houses: Archer (red), Gregor (green) and Jeffreys (blue). These are named after some of the significant early settlers and landowners in the Caboolture area. Students compete for their houses at the swimming carnival, cross country and athletics carnival. A winner's shield is presented to the winning houses of these events.

COMMUNICATION

The school communicates information to parents through the following means:



Newsletter

This comes out weekly and the preferred way of delivery is via email. Families that do not have email receive a printed copy.

Formal class notes

These are sent home with the students and typically include important information about term events, e.g. excursions, camps etc.

Whole school notes

This includes fliers for upcoming events e.g. fundraising etc.

School App & Facebook

Updates and reminders are shared on both the School App and Facebook page.

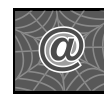
Class See Saw

Classroom teachers send notes and students are able to share their work

Parents can also contact the school to inform us of absences, requests for a teacher meeting and other general information or enquiries that are intended for specific staff.

Email

Increasingly parents are notifying the school via email. The following email addresses will be of assistance to you.



Reception (e.g. notification of absences, newsletter items, tuck shop matters, uniform shop enquiries, term dates etc): reception@stpaulslps.qld.edu.au

General admin business and enrolments: postmaster@stpaulslps.qld.edu.au

Business Manager (e.g. fees accounts): businessmanager@stpaulslps.qld.edu.au

The following are recommended protocols:

- ☐ Parents are asked to keep emails brief and to the point.
- ☐ Sensitive matters should be discussed in person. You can make an appointment to speak with staff through the "postmaster" email contact above
- ☐ Emails are useful for transfer of information but E-rage is not acceptable
- ☐ Emails are subject to audit and may be seen by other people. Please exercise caution in what you commit to writing in emails
- ☐ Please remember to keep the school up to date with changes to your email address

Newsletters

The school's newsletter is the main means of official communication between the school and the home. It is produced weekly and emailed home each Tuesday. It can also be downloaded from [our website](#) and accessible on the school App. It includes the following:

- ☐ Dates to remember
- ☐ Reports of recent events and developments in the school
- ☐ Coming events
- ☐ Fundraising news
- ☐ OSHC News
- ☐ School tuck shop news
- ☐ General information

ST PAUL'S LUTHERAN PRIMARY SCHOOL

- ☐ Community notice-board
- ☐ A message from the Principal

If you would like to place a notice into the school newsletter, please contact the school office by no later than Friday. Such notices are placed subject to available space. The school observes the right to not publish content that is at odds with our Christian basis.

School Notice Board

School notice boards are located in the undercover area. These display school and community notices of interest. Priority is given to community groups that involve students of the school (e.g. sport clubs) and notices from parents. Requests to post notices should be made at reception. The school will not allow notices that conflict with our Christian basis.

STUDENT TRAVEL

Morning Drop-off

The drop-off zone is in the car park behind the church and is intended for quick drop and run access. Please **do not park** in these areas. Be conscious of the need to keep vehicles moving through this area.

If you intend to speak with someone at the school, please use the designated parking areas away from the drop-off zone for this.

Because traffic can be very busy, children are not permitted to walk across the car park without an adult.

Afternoon Pick-up



Each afternoon students are held in the undercover area or the pickup zone until a parent or authorised adult collects the child.

When using the car park behind the church please note you must turn left and complete the car park loop to avoid queuing across and blocking incoming and outgoing traffic. Please adhere to speed limit of 10kph. Violators run the risk of being reported to the police.

Any alterations to normal pick-up procedure need to be made to the office by 1.25pm of that day. This time ensures any changes have a chance to reach the children in time.

Bus Travel

A fare concession scheme for bus travel to and from school is available to parents according to criteria determined by the state government. A note advertising each round of applications will be posted in the school newsletter. Details about the schemes operations can be found at this web site:



<http://education.qld.gov.au/finance/grants/fund/garp/html/nssschtrans.html>

Please encourage your children to behave in an appropriate manner when travelling on public buses. Bans apply to children who misbehave.

Any alterations to normal bus catching procedure needs to be made to the office by 1.25pm of the day your students are to catch the bus. This time ensures any changes have a chance to reach the children in time.

Bicycles

Children who ride bicycles to school should dismount from the bikes once they enter the school grounds. Students should stand their bikes in the designated bike area. The bikes are out of bounds to students during the school day. Students must exercise caution when entering the school environs. The police monitor bicycle use from time to time and speak with students who ride in unsafe ways. Helmets must be worn.

Student Pedestrians



Students who walk to school are to use formed footpaths at all times. At no time are students permitted to cross the car park without adult supervision.



FOOD

Nut Free School – No Nut Products

Peanuts/Treenuts and nut based products (peanuts, hazelnuts, walnuts, Nutella, nut bars etc) are not allowed in the school. They are banned in all grades because students with these severe allergies are throughout the school: it is very serious and life threatening.

Tuckshop

St Paul's does not run a 5 day a-week canteen, it is open Wednesday, Thursday and Friday, for morning tea and lunch. Orders are to be placed on Flexischools, found on our website or SPLPS App by 9.00am Tuesday morning. Volunteers are always welcome and needed. Please see Jenny in the tuckshop if you wish to help.

Crunch & Sip

Crunch and Sip is a set break to eat raw fruit or salad vegetables and drink water in the classroom. Students re-fuel with fruit or vegetables during the morning and /or afternoon – this breaks the fasting period between meals assisting physical and mental performance and concentration in the classroom.

Each day, students bring a small container of raw fruit or vegetables to eat in the classroom at a set time (usually approximately 10am). Each child also has a bottle of water in the classroom to drink (sip) throughout the day to prevent dehydration.

Morning Tea and Lunch Foods

The school encourages healthy eating through health lessons. Parents are asked to supply food that supports this program. **Sweets/Lollies are banned.** Your child will need plenty of water to drink. **Soft drinks are banned.** Cordials and other sugary foods are not recommended. We encourage you to send a water bottle for use during class. **Tins of food are banned**, as kids can injure themselves with sharp edges.

WHAT NOT TO BRING TO SCHOOL

- ✖ Toys, electronic items or sporting equipment should not be brought to school unless they are for some authorised purpose within the school program (e.g. "Show and Tell"). Unfortunately, some children like to bring expensive toys, sporting equipment or electronic accessories to school only to see them stolen or return home broken. The school accepts no responsibility for toys or other valuables brought to school.
- ✖ At morning tea and lunch, the school encourages parents to provide nutritional food for your children. Do not send children to school with sweets or soft drink.
- ✖ Do not send children with nut based foods such as Nutella, peanut butter etc. as there are children with life threatening severe allergic reactions to such foods.
- ✖ Children should not bring family pets to school unless it has been approved by the Principal and is part of a legitimate learning experience.
- ✖ Children are not to bring mobile phones to school unless a very special reason exists and the school is informed about it. Mobile phones are to be handed to the office at the commencement of each day for safe keeping.
- ✖ Chemical substances, sprays, non-prescription drugs, cigarettes, anything that could harm others.
- ✖ Please do not allow children to wear jewellery or extravagant fashions to school. See the Appendix for the St Paul's Uniform and Dress Statement.

OUT OF SCHOOL HOURS CHILD CARE

The school offers before and after-school childcare (OSHC) for St Paul's students only. We also provide vacation care. All parents are encouraged to register with the service so that there is a good back-up arrangement for those days when you can't make it to school to pick up your child. A registration fee of \$20 applies. Registration is current for each school year and needs to be renewed yearly. If you are interested in enrolling your child/children in this program, please pick up the enrolment application form at the office or ring the OSHC centre 5428 0322 for details.

Email: stpauls.oshc@glecs.org.au

PERSONAL DETAILS

It is most important that the school remain informed of your current contact information. This includes:

- ☐ Phone numbers for work, home and mobile phones
- ☐ Emergency contact people
- ☐ Current mailing and residential addresses
- ☐ Current email address
- ☐ Current medical information

There are times when the school has to call an ambulance, and these details are needed. Please do not fail to inform us of any changes.

Orders of the Court

If you have Orders of the Court that dictate access arrangements for your children you must supply a copy to the school. Unless we have a copy on file we are not in a position to deny access to a separated parent.

Privacy Issues

The school has a Privacy Policy that complies with National Privacy Principles. Sensitive information is used only for the purposes for which it was provided. The school endeavours to ensure that personal information it holds is accurate, complete and up-to-date. To this end, the school sends home a personal details update form at the commencement of Term 1.

You should also be aware that from time-to-time both State and Federal governments seek information from schools which we are obliged to pass on.

Teachers are obliged under law to report (without parent consent) any cases of suspected physical or sexual abuse.

DOGS AND PETS

Dogs are not allowed on the school grounds. This is the accepted stance of all schools Australia wide for obvious health and safety reasons.

Pets are sometimes brought to school as part of a legitimate class activity. Under school policy (to comply with State legislation), teachers have to request permission from the Principal before this activity can occur.

Queensland Government has enacted an Animal Ethics standard for schools which we are obliged to adhere to.

CAMERAS & PICTURE TAKING

At St Paul's we allow parents and close family to take pictures of their children participating at official functions (many schools disallow this) including St Paul's sports days, School Sundays, Spring Fair and Discos etc. However, at functions that involve other schools there may be a ban. For example at all district sporting events (involving State schools) cameras are not permitted. **If in doubt, ask.**

CHEMICAL SUBSTANCES

Current workplace health and safety regulations prohibit chemical substances coming into the school without an appropriate Material Safety Data Sheet. This includes glues, sealants, detergents and sprays of various kinds. Pressure pack deodorant and hairspray are banned. Please use the materials provided or recommended by the school.

MEDICAL MATTERS

Illness

It is often difficult for parents to decide if their child is too sick to attend school. The problem is sometimes made more difficult when both parents work. However, parents **do** need to make the hard decision, remembering that the care of sick children is a **parental** responsibility. The school does not employ a health professional to manage sick children.

The school contacts parents if their child is deemed too sick to stay in class. Therefore, it is most important to keep the school informed of current contact numbers for approved child minders or parents. If, after deliberating about your child's condition, you decide to send your child to school, please send a note with your child indicating the nature of your concerns and include contact phone numbers.

Exclusion from School Because of Infectious Disease

A list of Infectious Diseases and Exclusion Periods is included in the Appendix of this Parent Handbook.

Please also note: Schools are now required to exclude children who are not immunised when an infectious disease is identified within the school.

Medications (including those from a Naturopath)

Parents of children requiring prescribed medication from a doctor, pharmacy or naturopath must provide the school with the appropriate container and dosage directed by the chemist, doctor or naturopath. Children will not be given medication of any kind (including panadol) without parental advice (indicated on the medical proforma of the school). All medication must be handed into the school office for dispensing. Please ensure the medication is still in its original package.

In case of accidents, an accredited first-aid staff member will administer appropriate first-aid procedures. If necessary, the school will arrange transport to a medical facility and the family will be immediately notified of the emergency. For this reason, it is essential that the school remain informed of daytime contact phone numbers.

Nits and Head Lice

Throughout the year, head lice and nits may become a problem in the school. This is particularly so following school holiday breaks. Therefore, parents should thoroughly check their child's hair on a regular basis. Girls with long hair are asked to keep it tied in accord with the school uniform policy (see the Appendices).

When head lice or nits are identified, a notice is sent home asking parents to check their children and treat the problem accordingly. If a particular student remains untreated, parents are instructed to withdraw the child from school until the lice are eradicated.

Dental Care Program

A school dentist either visits the school annually or dental visits are made available at an alternative site. This is an optional service and your permission to participate is

required. Parents are contacted by letter informing them of particular problems which has been diagnosed by the dentists. Dental treatment is only administered with parental permission.

Accident Insurance

The school has taken out insurance for all children including emergency transport. This cover is 24/7 over the whole year, and covers camps and excursions. Please speak with the Business Manager if you have any questions about this service.

SCHOOL UNIFORM

The St Paul's uniform, coupled with good grooming, projects our school image and encourages pride in the school. The uniform also serves to set a consistent and good standard of dress to be shared by all students, irrespective of family background.

St Paul's has adopted a simple, practical and attractive school uniform both for formal and sport wear. Every child is expected to wear this uniform on all school days and at some special school functions. Additions, adaptations or optional dress will not be accepted. The uniform must be maintained to a high standard as old, worn, dirty or torn clothing is unacceptable. Good footwear is vital for growing and active feet. For this reason we require plain black lace-up shoes to be worn with the dress uniform. For sports days we require plain white lace-up joggers. Extravagantly labelled and *loud* sports shoes are not acceptable. Children are expected to arrive at school each day in clean shoes. Remember, it is the responsibility of parents to ensure their child is correctly dressed at all times. Refer to the Appendices of this Handbook to view the school's Dress Statement.

Labelling

Lost property is an inevitable part of school life. Therefore please ensure that all items of clothing are clearly named. Lost property is delivered to the lost property bin, located in the building adjacent to the undercover area. Unnamed items left in lost property for more than a term will be sold through the uniform shop.

School Uniform Shop

The uniform shop is located between the Administration Building and Music Class rooms. The normal hours of operation are as follows:

- ☐ Wednesday: 8.00am - 9.00am and 2.30pm - 3.30pm
- ☐ Friday: 8.00am - 9.00am

These times are to be strictly adhered to, as the convenors are available at these times only.

At the end of Term 4 and during the last week of the Christmas vacation, the uniform shop opens for extended times. The hours are advertised in the school newsletter and app and parents will be required to book a time for fitting and purchase of uniforms on these days.

Orders can now be placed using Flexischools, if items are required outside Uniform Shop hours. These items will be delivered to the student via the class baskets. A current uniform shop price list is available from the office along with the Uniform Policy and Second-Hand Uniform Policy statements.

CURRICULUM ISSUES

Curriculum Basis

St Paul's teaches from the Australian Curriculum which can be found online at www.australiancurriculum.edu.au.

As a Lutheran School we also teach Christian Studies using the Christian Studies Curriculum Framework produced by Lutheran Education Australia which can be accessed at <http://www.lutheran.edu.au/publications-and-policies/christian-studies-curriculum-framework/>.

LIFELONG QUALITIES FOR LEARNERS

As central to their mission and ministry, Lutheran Schools seek to nurture individuals, who are aware of their humanity, open to the influence of the Holy Spirit, and growing in and living according to a cohesive worldview.

While

Living in Community and reflecting characteristics of God through core values, especially love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation

And

Contributing to communities by being

- ☐ Self-directed, insightful investigators and learners
- ☐ Discerning, resourceful problem solvers and implementers
- ☐ Adept creative producers and contributors
- ☐ Open, responsive communicators and facilitators
- ☐ Principled, resilient leaders and collaborators
- ☐ Caring, steadfast supporters and advocates

Reporting Student Progress to Parents

Written reports are sent home at the beginning of Term 3 and at the end of Term 4. Our reports comply with both State and Federal requirements. Every effort will be made to keep reports clear and meaningful to parents. At the end of Term 1 the school conducts Parent Teacher Interviews for a first hand catch up on student progress. These interviews are conducted on a pupil free day. Parents are welcome to book an appointment to meet the teacher at other times throughout the school year.

Testing

All students undergo formal testing of some kind during the school year. Testing is helpful to teachers in their planning and intervention into a child's education. Tests can be a part of data that tell teachers if a child is performing at an appropriate standard and guides judgements about what needs to be done for a particular child.

Years 3 and 5 students participate in the national testing program (NAPLAN) the results of which are published in the school's Annual Report. All other students undergo standardised testing.

Learning Enrichment

Students are recommended for assessment by the Learning Enrichment team if they consistently show they are not progressing as well as would be expected. Assessment by staff may lead to a recommendation for further external specialist assessment and assistance. This external help is at a cost to parents.

Learning Enrichment staff develop programs in consultation with the classroom teachers to assist students who need extra help. The staff member who does this work can vary from the Learning Enrichment teacher, classroom teacher and teacher assistant. Meetings with parents are also a feature of this program.

The learning Enrichment policy provides the framework for access into the learning extension program – RISE (Recognising Individual Student Excellence)

HOT WEATHER

In the event of extremely hot weather, 37 degrees plus, parents may, if concerned, come and pick up their child/children from school. However, the school will not dismiss children until the normal dismissal time of 3:00 pm, as it is felt that they are safer at school and under supervision and all classrooms are air conditioned. Teachers are to restructure the timetable to avoid strenuous activities, and structure more informal lessons as appropriate to the hot weather.

A decision will be made on the day, just prior to recess and lunch periods. On those days deemed to be too hot, students will not be allowed onto the oval or hard court area. Instead they will be directed to remain in shaded areas or classrooms. Staff will ensure that children remain hydrated on hot days, and allow water bottles in class.

HOME LEARNING

Home learning is a necessary part of modern learning. It serves many purposes in schools that strive for the best in their students. Homework is important because:

- ✓ It provides good practice for skills learnt at school
- ✓ It encourages parental interest and involvement in their child's learning
- ✓ It helps keep parents informed of their child's abilities and progress
- ✓ It helps students acquire good study habits
- ✓ It helps students develop independent learning skills necessary for high school and beyond.
- ✓ Academic success is linked to the amount of effort and correct attitude taken towards learning. Good home learning practices encourage this.

Teachers will establish their own system of setting and checking home learning. If your child is having difficulty with a specific task then write a note for the teacher. Likewise, if too much time is being spent regularly on home learning then let the teacher know.

Role of Parents

- ➔ Provide quiet work areas.
- ➔ Assist your child to organize timetable and routine for home learning.
- ➔ Encourage children to discuss their work.
- ➔ Maintain communication with the teacher over home learning issues or concerns.
- ➔ Stop your child if he/she is overworking, getting nowhere or becoming stressed.
- ➔ Give guidance but do not over help your child. It is student home learning not parent home learning. Contact the school if too much assistance is needed.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an integral part of the curriculum of the school and all children are required to participate unless they are excused for medical or health reasons. Extra-curricular activities include inter-school sporting activities, excursions, visits from various performers, camps, films, church presentations and theatre.

During the year, the school newsletter will variously notify of community sporting club programs and events. The school strives to have teams in inter-school competitions of various kinds.

Musical Instrument Tuition

Private musical instrument tuition is available for students. This is managed through the musical instrumental program of Grace Academy. These lessons are undertaken during school time on a rotational basis (where possible) so that students do not miss the same class lesson each week. This is arranged on a user-pays basis. Please enquire at the office about available spaces and for nomination forms. Band (Years 4 to 6) -Woodwind, Brass, Percussion; Guitar (Years 2 to 6) –Acoustic, Electric Bass; Strings (Years 3 to 6) –violin and cello; Piano (Years 1 to 6).

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Year 2 Violin

All Year 2 students have group violin lessons. Violins are hired through the school.

School Sundays

Once a year each year level will participate in the St Paul's Lutheran Church Sunday worship service at 9.00am. These are known as School Sundays, and parents and friends are most welcome to attend. Attendance at these Sunday presentations is compulsory for the children of the classes leading the worship but the school acknowledges that there are sometimes other family commitments that clash with the School Sundays. Formal uniforms (Yrs 1-6) and sports uniform (Prep) should be worn.

GSP SPORTS ACADEMY

Netball

Netball coaching is available each Thursday afternoon at Grace College.

Soccer

Soccer coaching is available each Thursday afternoon on the oval at St Paul's.

GRACE ACADEMY

Dance

Dance Lessons are available each Wednesday/Thursday afternoon at Grace College.

Tennis Lessons

A tennis coach provides tennis lessons on the school court Monday to Friday afternoon and Saturday morning. If you are interested in your child attending lessons please call Wade Foster 0408 889 241 or 54986893.

BOOKS AND STATIONERY

At the end of each school year the school sends out information about the book packs on offer for the following year. St Paul's Lutheran Primary School supply the materials for classroom use each year. Books are packed into each year level and are available for collection in Week 9 Term 4 of the finishing year, or in the week prior to the students starting back at school the following year.

This method is compulsory and book pack lists will not be handed out to families. We believe this is an efficient way to source the materials and have them available for the students as they commence their school year.

Book pack prices are issued at the start of Term 4 and all payments are to be paid directly to the school. Online payments are preferred and can be made via the Xplor portal.

ACCEPTABLE COMPUTER USE POLICY

With the variety of information and practices that are illegal and immoral now available through the internet, schools are obliged to implement policies to try to curb inappropriate use of school computers. The school's policy requires all students to read and sign an acceptable use agreement. Teachers in the lower grades discuss this with their classes and issue warnings against inappropriate use.

Students are expected to use the computers appropriately for school work. The

following are the key issues for students. Students are not to:

- share their passwords
- send offensive or harassing emails
- to access adult sites and chat rooms
- to damage or tamper with the school computers and accessories

Students risk being banned from using computers at school should they breach these guidelines. Parents are asked to support the school in this by reinforcing these matters with your child.

The school encourages parents to adopt wise computer management strategies to curb the possible inappropriate use of home computers. This includes the placement of the computer in a common use area of the home (e.g. lounge room). Purchasing web filtering programs is also recommended.

The school also become embroiled in disputes between students that stem from chat room gossip and comments that happen out of school hours. It would be helpful for parents to actively monitor chat room membership and participation of your children, or better still, prohibit such participation. Computers should always be accessed in a public area, therefore, not a student's bedroom.

STUDENT BEHAVIOUR

Children will do their best work in a safe and well-ordered school environment and they have a right to expect such standards in our school. At St Paul's, we strive to make the school a safe and happy place for all the children. For this reason bullying, fighting, teasing, swearing and spitting will not be accepted. The school will consider suspension and expulsion of students who continue to reject the school standards. Concerns over behaviour and discipline matters should be addressed to the Deputy Principal or if need be, the Principal. Also note that children's' behaviour can be directly influenced by their diet, sleep (or lack of sleep) patterns and the degree to which parents *consistently* apply boundaries in the child's life. Teachers cannot be expected to get the best from children who are ill-prepared for school. Nor can they be expected to correct problems of the home.

Students that misbehave are issued warnings in an attempt to have them change their ways. If warnings fail, then there will be consequences put in place.

The process for the suspension of students

1. The undesirable behaviour is brought to the attention of the school's Executive and is investigated further. Where necessary, this is done within a 24-48 hour time frame if various parties need to be interviewed.
2. A decision is made as to whether the behaviour warrants a suspension. A suspension will usually be decided on if the processes of arriving at a suspension have been followed as per the school's Behaviour Education Policy.
3. The 1st behavioural incident usually comes with a 1-day suspension, a repeat of the behaviour will come with a 2-day suspension and a written warning that ongoing behaviour of this nature may result in the termination of the student's enrolment. The length of a suspension may however depend on the ongoing nature of the undesirable behaviour, previous correspondence between the school and the parents/caregivers and the level of support provided by the school leading up to a student's suspension.
Behaviours which normally warrant a 1-day suspension could include the use of inappropriate language. Behaviours which normally warrant a suspension of 2 or more days could include aggressive behaviours and ongoing non-compliance.
4. Either the Principal or Deputy Principal's Office can put a suspension in place.
5. Parents/caregivers are notified immediately of the action being taken by the school and are requested to come in to collect their student. If they are unable to come in immediately, then the student is withdrawn from the classroom environment and will do school work under the supervision of the Deputy Principal or the delegated school officer.
6. A meeting then takes place between the Principal or Deputy and the parents/caregivers to discuss the events leading up to the suspension. This meeting is a requirement in order for the suspension to be enacted immediately.
7. A written letter outlining the reasons for and length of the suspension is then provided to the family at the time of the meeting.
8. The parents are also notified in both the letter and the subsequent suspension meeting about a transition meeting.
9. An electronic copy [email] of the suspension letter may also be sent out to the family if required.
10. If a request for the school to provide school work, during the student's time of absence is made, then the school will provide this to the parents/caregivers.
11. A transition meeting, which is mandatory, on the day of the student's return back to school occurs with either the Principal and/or Deputy Principal. A teacher[s] may also be asked to attend this meeting as part of the re-entry process. The transition meeting will cover aspects such as behavioural expectations, behaviour management plans, restorative processes, goal setting and any other mutually agreed to expectations.

Grace Lutheran College

Graduating students from St Paul's have a choice of attending either Grace Lutheran College at Rothwell or Caboolture. St Paul's has a special relationship that ensures that students that apply to Grace Lutheran College receive priority access. The Caboolture campus is specifically set up to be a secondary extension of St Paul's. It was established at the invitation of St Paul's to cater for St Paul's students. For legal reasons, students moving onto Grace Lutheran College need to enrol separately at that campus, even though the schools are linked. Parents need to commence the enrolment process during Term 1 of the year prior to commencing studies. Despite the fact that we have priority status with Grace Lutheran College Caboolture, if parents leave their applications too late, there may not be a place for their child.

ST PAUL'S LUTHERAN PRIMARY SCHOOL

APPENDICES

INFECTIOUS DISEASES:

Exclusion Periods for Childhood Diseases

Children who become ill with an infectious disease should be sent home and should not return to school or child care until they have fully recovered and are no longer infectious.

Condition	Affected child	Contacts
Chicken pox (varicella and herpes zoster)	Exclude until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	Exclude any child with immune deficiency or receiving chemotherapy.
Cold sores (herpes simplex)	Exclusion is not necessary	Not excluded.
Conjunctivitis (acute infectious)	Exclude until discharge from eyes has ceased unless a doctor has diagnosed a non-infectious conjunctivitis.	Not excluded.
Covid-19	Exclude for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days.	Exclusions may apply; contact your public health unit for specialist advice.
Diarrhoea (rotavirus, shigella, giardia, salmonella, campylobacter)	Exclude until diarrhoea has ceased.	Not excluded
Enterovirus 71 (ev71 neurological disease)	Exclude until written medical clearance is received confirming the virus is no longer present in the person's bowel motions	Not excluded
Fungal infections of the skin and nails (ringworm/tinea)	Exclude until the day after antifungal treatment has commenced. (no exclusion for thrush).	Not excluded
Glandular fever (mononucleosis, epstein-barr virus)	Exclusion not necessary	Not excluded
Haemophilus influenzae type b (hib)	Exclude until the person has completed a course of appropriate antibiotic treatment.	Exclusion may apply contact your public health unit for specialist advice.
Hand, foot and mouth disease (ev71)	Exclude until all blisters have dried	Not excluded
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. The child does not need to be sent home immediately if head lice are detected)	Not excluded
Hepatitis a	Exclude until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	Not excluded
Hepatitis b and c	Not excluded cover open wounds with waterproof dressing.	Not excluded
Hepatitis e	Exclude until at least 2 weeks after the onset of jaundice.	Not excluded
Human immunodeficiency virus (hiv/aids)	Not excluded cover open wounds with waterproof dressing.	Not excluded
Influenza and influenza-like illness	Exclude until symptoms have resolved, normally 5–7 days.	Not excluded
Measles	Exclude for 4 days after the onset of the rash. Contact your public health unit for specialist advice.	Exclude immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case.
		Exclude non or incompletely vaccinated contacts, without evidence of immunity.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.	Not excluded

Meningitis (viral)	Exclude until well	Not excluded
Meningococcal infection	Exclude until 24 hours of appropriate antibiotics have been completed. Contact your public health unit for specialist advice.	Not excluded
Norovirus	Exclude until there has been no diarrhoea or vomiting for 48 hours.	Not excluded
School sores (impetigo)	Exclude until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry and encourage handwashing.	Not excluded
Shingles (herpes zoster)	Exclusion may apply if blisters can be covered with a waterproof dressing. Until they have dried not excluded. Exclude if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	Exclusion may apply contact your public health unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy)
Streptococcal sore throat (including scarlet fever)	Exclude until 24 hours of appropriate antibiotics have been completed.	Not exclude
Tuberculosis (tb)	Exclude until written medical clearance is received from the relevant tuberculosis control unit	Not excluded
Whooping cough (pertussis)	Exclude until 5 days after starting appropriate antibiotics or for 21 days from onset of cough.	Exclusion may apply for those in contact with the infected person. Contact your public health unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts
Worms	Exclude until diarrhoea has stopped for 24 hours and treatment has occurred.	Not excluded

Source:

https://www.health.qld.gov.au/data/assets/pdf_file/0022/426820/timeout_poster.pdf

SCHOOL UNIFORM POLICY AND DRESS STATEMENT

Policy

1. The official uniform is only available from the school uniform shop. Only in cases of very special need and with school approval will alternative uniform be acceptable.
2. Sports uniform and dress uniform cannot be mixed.
3. Names are required on all uniform articles.
4. Jewellery of any type, other than sleepers or metals studs (one plain stud or sleeper per ear, no gem stones), are not acceptable. Sleepers and studs must be either taped or removed during sporting activities, or as required by the sports code. No Make Up.
5. Watches are acceptable.
6. Sunglasses that meet the Australian Standard (AS 1067) may be worn with the school uniform.
7. Hair is to be kept neat and tidy without colour, spikes or tails. Long hair past collar length must be tied back and longer fringes over eyebrow must be secured off the face. Cuts should not be shorter than Number 3. There are to be no severe undercuts, tracks or patterns. No hair products (eg. Gel, mousse, etc) are to be used. This applies to both girls and boys.
8. To get maximum wear out of all uniforms:
 - **Year 1-6 Sports uniform are worn on Tuesday, Wednesday and Thursday.**
 - **Years 1-6 Formal uniforms are worn on Monday and Friday.**
 - **Prep wears the Sports Uniform Monday to Friday.**
9. The uniform has been designed with both summer and winter seasons in mind. The uniform for both boys and girls is light and cool for summer days and progressively added to as the weather turns cooler/cold. For very cold days, the vest and jumper can be worn - while girls can add green coloured tights and boys long trousers. There is no official 'summer' or 'winter' season for uniform.
10. The school operates a "no hat; no play" policy. Students without hats are sent to the undercover areas. Only official St Paul's bottle green hats are to be worn.

Remember: The responsibility to see that children are appropriately dressed and groomed for school resides with the parents. Checks are made regularly through the term to see that children comply. Violations are recorded and parents notified.

Formal Uniform

Years 1 – 6: Monday and Friday

Girls

Wide brim bottle green hat - compulsory at all times.

Lemon blouse with tartan trim.

Tartan skirt (below knee to mid calf in length).

Tartan Dress

Bottle green dress shorts

Plain white short socks.

Plain bottle green, plain uniform yellow or lemon or school tartan headbands, ribbons or scrunchies.

Plain black leather lace up school shoes.

For cold weather:

Sports jacket with the sports uniform.

Bottle green sleeveless vest or school jumper.

Green colour tights (not compulsory).

Boys

Wide brim bottle green hat - compulsory at all times.

Grey formal shirt.

Bottle green dress shorts.

Short grey socks.

Plain black leather lace up school shoes.

For cold weather:

Sports jacket with the sports uniform.

Bottle green sleeveless vest or school jumper.

Long 1-6 grey trousers (not compulsory).

Sport Uniform

This uniform is worn on:

Preps wear the Sports Uniform Monday to Friday.

Years 1 – 6: Tuesday, Wednesday, Thursday

Girls

Wide brim bottle green hat - compulsory at all times.

House polo shirt.

Bottle green unisex athletic shorts.

Short white socks with gold and green trim.

Plain white lace-up full leather/vinyl, low cut, joggers/sports shoe.

Bottle green tracksuit pants and jacket.

Plain bottle green school, plain uniform yellow or lemon headbands, ribbons or scrunchies.

Boys

Wide brim bottle green hat - compulsory at all times.

House polo shirt.

Bottle green unisex athletic shorts.

Short white socks with gold and green trim.

Plain white lace-up full leather/vinyl, low cut joggers/sports shoe.

Bottle green tracksuit pants and jacket.

PARENTS AND SCHOOL DISCIPLINE

Do you rescue your kids?

By Steve Adams

In the old days, I recall that boys were caned for just about anything, girls never seemed to do anything wrong and parents were kept "in the dark" about their children's behaviour. It wasn't a bad system really. I got away with very little at school. I was punished for my indiscretions and, in most cases, my parents never knew. If and when my parents did find out though, it was 'heaven help me'. There was no question asked of the teacher, no challenging of the decision, no blaming of other students and no looking for excuses. My parents delivered additional punishment in customary style. I didn't think it was all that fair to be punished twice, but, there you go, that was the old days.

Schools now run discipline policies based on application of logical consequences in a highly supportive learning environment. Students contribute to the determination of the rules and the consequences and they understand them. They know that positive and negative consequences are based on behaviour which has been witnessed by a responsible person or on the basis of thorough investigation.

Most consequences are accepted by all, but some parents get very concerned about "Time Out". They see it is a serious consequence. I don't know why. It's really just a new work for an old strategy. Students who misbehave in the yard miss some play (15 minutes per time out). They only real difference now is that parents are informed in writing.

Negative consequences like Office Time Out, suspensions and exclusions are far more serious sanctions. Parents are also advised of these consequences which are applied because students who are violent (eg. assaults, fighting, hitting); act illegally (eg. theft); threaten good order by acting defiantly, or refusing to accept consequences; harass, bully or threaten others; interfere with learning and teaching (chronic interruptions); show persistent inattention or indifference to work

Parents have demanded that their school informs them of their children's misdemeanours and schools have responded positively. Most parents appreciate knowing what their children are doing and support the teachers by talking to their children about expected behaviour. This process works well as it unites parents and teachers and provides consistent messages to children.

But recently and all too often, teachers have experienced an annoying reaction from some parents which they call "rescuing". It's the parent response which says that "my child is not to blame", "my child is a scapegoat" or "it's someone else's fault". This response usually results from a child's version of an incident being unconditionally believed by parents. Sometimes the child is clever enough to shift the blame for the behaviour to someone else, and manipulative enough to get their parents to "go into bat" for them against the "baddies". It's an interesting ploy which often works. Sadly it results in grown-ups taking responsibility for their children's affairs rather than helping the child wear the consequences of their actions.

"Rescuers" come to school at inconvenient times and demand to talk with teachers. "Rescuers" hardly ever make an appointment. They employ an "attack strategy" in which they insinuate that teachers applied consequences unjustly, they abuse teachers for "picking on their innocent victim", they demand to know what punishment has been dished out to the children who "provoked" their child, or they assert that their child is to be exempted from the school's behaviour management code. This approach merely results in the child perceiving that she/he has won the game of pitting parent against teacher.

Parents obviously want and need to believe their children, but not at all costs and not without

ST PAUL'S LUTHERAN PRIMARY SCHOOL

checking the whole story. Teachers want parents to know how their child is behaving in school, and they appreciate parental support in helping children to develop good behaviour. To achieve a positive and united outcome, it's usually enough for children to realise that their parents know that a rule has been broken and that the child has learned from the consequence.

I urge parents to support rather than rescue their children. If parents want more information about an incident, simply call the school and ask the question, "is there more that I need to know about this issue or is it over and done with?" We'll get back to you with an answer. If you would prefer to talk, we could make an appointment.

Know that in our deliberations, teachers will not retract from applying logical consequences for behaviour. It is part of children's learning. Teachers accept that kids misbehave and make mistakes. The expectation is that students will learn from the mistake, gain from the experience and develop some responsibility and self-discipline.

RESCUERS	SUPPORTERS
React subjectively and emotionally	React objectively and critically
Jump to conclusions	Think an issue through
Believe the child's initial version of events	Keep the issue in perspective
Look for someone else to blame	Understand that children make mistakes
Take things personally	Separate the behaviour from the relationships
Try to win their child's admiration by "fighting battles" for them	Work through agreed grievance procedures with children and with the school
"Barge" into school and expect the teacher or Principal to see them immediately	Make an appointment with the appropriate staff member
Make defamatory remarks about teachers	Demonstrate respect for staff
Abdicate responsibility	Talk about "making the right choices", and about taking responsibility for choices and consequences.
Complain about behaviour management strategies	Encourage child to learn from the behaviour management strategies
Look for pay-back opportunities (hold grudge)	Consider each issue on its merits
Criticise negative behaviour negatively (use put downs)	Praise and reward responsible behaviour
Cross-examine the school's investigation	Call the school and ask "what happened"
Demand information about other participants	Respect confidentiality and ask "is there more that I need to know?"
Use a lot of "yes but" sentences	Use "yes, and this is what happens when ..." sentences
Talk only about their own child's feelings	Consider the victim or the school or the teacher as well as their own child
Tell the school how it should operate	Work with the school to determine good practices
Describe behaviour in terms of feelings and opinions	Describe behaviour in terms of actions and consequences