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PRINCIPAL’S WELCOME

The St Saviour’s Primary School community welcomes you to our school. As a family of St Saviour’s you have a vital role within our community. It is the collaborative partnership between school and home that ensures the best learning environment for our children.

St Saviour’s Primary School was officially opened in 1863 and supported by the Sisters of Mercy for many years. Our school belongs to a larger family of the Catholic Diocese of Toowoomba that includes over 30 schools from Toowoomba to as far west as Quilpie.

The success of the school is attributed to the strong partnerships developed and enjoyed amongst the staff, students, parents and the parish community. We have a strong affiliation with our parish, St Patrick’s Cathedral where all the children become active participants in many celebrations.

We look forward to having you become part of our school community. May your experiences with us be rewarding and life-giving for your child and your family.

Mrs Donna Muir - Principal

(for and on behalf of St. Saviour’s Primary School community)
ST SAVIOUR’ S PRIMARY SCHOOL

HISTORY

Early History of St Saviour’s Primary School: a glance at the first ten years!

A small but growing Catholic community was present in Toowoomba from the earliest days of its beginnings in the 1840s and 1850s. Priests from Ipswich came to Toowoomba to celebrate Mass and to visit the people. In the early 1860s Mass was celebrated in the newly built Toowoomba Town Hall. In 1862 Fr Fulgentius Hodeburg was appointed to Toowoomba and Drayton; he arrived in September of that year.

By November 1863, as reported in the local newspaper the Darling Downs Gazette, a Roman Catholic School including accommodation for teachers was being built and was completed by the end of December. The School building was also used as a place for worship until a separate Church could be built. The origins of St Saviour’s Primary School, even though the School would formally open its doors in early 1864 and would be known by different names through the years to follow, lay in these decisions and building activities of 1863, reflecting the determination of the local Catholic community of the time to have its own School and Church.

Almost nothing is known of the School that welcomed students in 1864 and the make-up of the school community: headmistress, teachers, students or families. It would seem that this early School also folded after some time but we don’t know when or why. What we do know is that Fr Robert Dunne, who was appointed to Toowoomba in 1868, officially reopened the School in January 1869, with experienced teacher Miss Katherine Brady as Headmistress and with forty-seven students enrolled.

By 1870 the School had grown to welcome one hundred and seventy students and in July 1870, Miss Kate Reordan followed Katherine Brady as the Headmistress, becoming the second lay Head Teacher of the School. During these early years, both Katherine Brady and Kate Reordan were assisted by pupil teachers but little is known of them.

Three years later Kate Reordan entered the Sisters of Mercy in Brisbane, and as Sr Mary Celestine, would become the Head Teacher of St Stephen’s School in Brisbane where she taught for many years. Sr Mary Rose Flanagan, who with two other Sisters of Mercy had arrived in Toowoomba in 1873, was appointed the Head Teacher in 1874 and so began the long association of the Sisters of Mercy with what was then known as St Patrick’s School.

Sources:
Bernie Moore: “St Patrick’s Church: the Founding Years”, Talk given to the Toowoomba Historical Society 21 March 2011
Rae Pennycuick: “St Saviour’s College”. Article
Anne Hetherington and Pauline Smoothy: The Correspondence of Mother Vincent Whitty 1839 to 1892. St Lucia UQP 1991
(HISTORY TIMELINE)

1863 - St Patrick’s Church and School opened - called St Patrick’s Church School (cnr James/Neil Sts)

1869 - Reopened as St Patrick’s School, 47 students with Miss Katherine Brady as headmistress

1870 - Katherine Brady resigned from her position and was replaced by Miss Kate Reordan; 170 students

1873 - Sisters of Mercy arrive in Toowoomba. Later this year, Kate Reordan enters the convent in Brisbane (All Hallows).

1874 - Sr Mary Rose appointed as Headmistress

1880 - New St Patrick’s School built in the grounds facing Lawrence St. The former church/school burnt down in June 1880. The new St Patrick’s Church is then built onto completed school building (forming a T-shape section.)

1873 to 1913 - Primary School only - St Patrick’s School

1914 - Secondary School established - St Patricks Roman Catholic High School

1938 - School name change to St Saviour’s - separation of Primary and Secondary

1948 - Primary School was named The Cathedral School - remains part of the parish

1958 – Records show that the school is still called The Cathedral School at this time

1965 – Records show that the school is called The St Patrick’s School at this time

1976 – Records show that the school is called St Saviour’s Primary School at this time

2016 – St Saviour’s Primary School – Prep to Year 6 – Coeducational
STAFF LIST

Parish Priests – Fr Peter Dorfield and Fr Hal Ranger
Principal – Mrs Donna Muir
Assistant Principal Religious Education (APRE) – Mrs Judy Smith
Senior Middle Leader – Mr Sam Hannant

Classroom Teachers–
Prep – Mrs Debbie Hawkins and Mrs Rebecca Thomas
Year 1 – Mrs Mel Harkins and Mrs Paula Wagner
Year 2 – Miss Jo Cosgrove and Miss Elizabeth Klimkowicz
Year 3 – Mrs Danielle Andrews, Mrs Debra Mengel and Mrs Emma Daniells
Year 4 – Ms Fiona White and Mr Mitch Cush
Year 5 – Mrs Maryanne Lee and Miss Margaret Doljanin
Year 6 – Mrs Alex Gannon and Miss Luci Adams
Learning Support Teachers – Mrs Maria Dau and Mrs Ann-Maree Ward
Teacher Librarian – Mrs Anne Anderson
English as a Second Language (ESL) – Mrs Ann-Maree Ward
Curriculum Coordinator – Mrs Judy Smith
PE Teacher – Mr Sam Hannant
Music Teacher – Mrs Sarah Ruhle
LOTE Teacher – Mrs Jayne Greenhalgh (Prep to Year 6)

School Officers –
Administration Finance Secretary – Mrs Christine Cosgrove
Administration Secretaries – Mrs Julie Robinson
Teacher Assistants – Mrs Shelley Murphy, Mrs Narelle Jackson, Mrs Maree Sanders, Mrs Debra Volp, Mrs Monica Conway,
Mrs Anna King, Mrs Jenny Flannery, Mrs Marlene Collins and Mrs Deb Tully
Library Assistants – Mrs Mary Milton and Mrs Janelle Powers

Ancillary Staff –
Tuckshop Convenor – Mrs Natasha Biggar
Cleaner – Mr Tom Hunter
Groundsman – Mr Bill Moore
SCHOOL VISION STATEMENT

St Saviour’s Primary School is an educational community living out Mercy values each day.

Our Vision is:-

- That each child is valued and respected.
- That each child’s giftedness is recognised.
- That each child’s potential is realised.
- That each member of the school community strives for goodness.

MISSION STATEMENT

St Saviour’s Primary School is Toowoomba’s oldest Catholic School, dedicated to educating children and developing their skills, attitudes and values to enable them to participate as active and informed citizens. It does this within the tradition of the Sisters of Mercy where Mercy values are an everyday lived experience.

The Mission of St Saviour’s Primary School community is to foster an environment where:

Each child is treated with justice and dignity by all who strive to:

- Act with love and compassion
- Express appreciation and gratitude
- Treat all with respect

Each child’s giftedness and potential are recognised by all who strive to:

- Encourage each child to appreciate self as a unique gift
- Celebrate and encourage the diversity of people’s talents
- Foster the development of the ‘whole’ person through a balanced curriculum

We embrace others through hospitality and compassion by striving to be:

- A welcoming community
- Merciful to others
- Inclusive

Each member of the school community is striving to:

- Offer service
- Be responsible stewards of the Earth
- Seek excellence
- Celebrate our Catholic faith

St Saviour’s Primary School
14 Lawrence Street. Toowoomba
(07) 46371555
ssps@twb.catholic.edu.au
SCHOOL and FAMILY PARTNERSHIP/COMMUNICATION

WELCOME

In any school it is important to have a collaborative approach to the education of our students. At St Saviour’s Primary School, parents are welcome at the school anytime throughout the school year. It is expected that parents sign the visitors’ book at the front office when arriving and leaving the school premises only if you are volunteering in the classroom or for tuckshop. This ensures we meet with the workplace, health and safety requirements for fire evacuation procedures. All teachers are asked to notify parents as to when volunteer help is required in the classroom. Sometimes these days and times don’t suit parents due to other commitments. Please see your child’s classroom teacher if you are able to help at other times. Some alternative arrangement could be made with the classroom teacher.

Your help is always appreciated!

P & F ASSOCIATION

The Parents and Friends Association is an active group within the school. By becoming involved with the P&F it not only allows you the opportunity to become more involved with the school and its activities but also enables you to take part in improving the resources and facilities used for your child’s education.

The P & F meets on the second MONDAY of each month. The Annual General Meeting is held at the February meeting of each new year. All parents are welcome to attend.

2015 P & F Executive:

President: Mr Peter Dennis
Vice President: Mrs Cathy Condon
Treasurer: Mr Alan Cumming  Assistants: Gavin Fuller and Russell Waldron
Secretary: Ms Meaghan Keen
The P & F has various sub committees that parents are also encouraged to attend.

1. **Class Representatives** - The P & F invite parents to be a class representative where you are the point of contact for all parents in your child's class. You may organise a social event eg. morning tea or just be the person people discuss issues with that may be taken to a monthly meeting.

**Race Day Committee** - The school has an annual Race Day during Term One of the school year. The Race Day Committee meets for approximately 6 months of the year on a regular basis. Parents are able to support this event in a number of ways; by donating prizes, attending the evening and/or helping with the event. This committee is coordinated by the parish and school. It is separate to the P & F.

**SCHOOL BOARD**

The School Board is a policy making team that works on a Shared Wisdom model. Each member brings their wisdom to the table ensuring our goals, policies, finances, development plans or any work we do, always aligns with the Vision and Mission Statement of the school.

**2015 School Board Members:**

**Chairperson:** Mrs Jodie McLachlan

**Teacher member:** Miss Jo Cosgrove

**Parent members:** Mrs Carmel Charles, Mrs Leanne MacDonald and Mr Todd Halliday

**Co-opted members:** Mrs Jodie McLachlan and Mrs Judy Smith

**Faith Community Member:** Mrs Donna Muir

**Ex-officio:** Fr Peter Dorfield as Parish Priest and Mrs Donna Muir as School Principal

The School Board has sub committees operating under its banner.

1. **Finance Committee** - The Finance Committee meets on a monthly basis to discuss the School Budget and other financial issues including school fees.
PASTORAL CARE GROUP

The Pastoral Care Group aims to ensure that St Saviour’s Primary School is a community where positive relationships are valued, and where all endeavour to ensure that everyone is included and supported.

The Pastoral Care Group consists of parents who work with the school’s Leadership Team and class teachers to:

- Promote the values of the school, so that we reach out to those in need as people of action.
- Coordinate a caring school/class response in times of family need and
- Support the initiatives of the P & F Association.

whilst at all times maintaining discretion and confidentiality.

The Pastoral Care Group meets once a month. If you are interested in attending or finding out more information, please contact the APRE or the other Leadership Team.

IT COMMITTEE - INFORMATION TECHNOLOGY

St Saviour’s Primary School has developed a comprehensive Information Technology Plan that has been adopted by the school community. The plan outlines goals St Saviour’s intends to achieve in the area of technology in the coming years.

St Saviour’s has a Technology Advisory Committee. The role of this committee is to advise the Principal in respect to technology initiatives and policies designed to enhance the provision of technology at St Saviour’s Primary School.

Such advice and policy making will focus on the following:

- Appropriate access to information technology;
- Appropriateness of technology for specific purposes;
- Initiatives designed to enhance the school’s opportunity of meeting its mission and goals;
- Principles and processes to be followed in accessing and using technology;
- Support of school community members in their educational mission; and
- Financial implications.

TUCKSHOP - This is a great way to help the school but also to meet people.

Please refer to the ORGANISATION AND PROCEDURES section for more details.
APPOINTMENTS WITH TEACHERS

Parents are encouraged to maintain contact with class teachers for the purpose of discussing their children’s progress. Teachers should be given sufficient time to prepare for interviews in order to make them as productive as possible and so that supervision arrangements can be made for the remainder of their class where this is required. Consideration should be given to minimising disruption to core teaching time by seeking appointments outside class times. Appointments with the teaching staff may be obtained either directly with the teacher or by contacting the school office.

At the beginning of every school year, the teachers will identify what is their preferred means of communications whether it be: written letters, diary, skoolbag, email, class dojo or phone.

SCHOOL RECORDS

Please ensure you keep the school up to date of any change of details. The information below is most important:

- Change of address (residential, postal or email)
- Change of telephone contact numbers
- Change of emergency contacts
- Change of family doctor or dentist
- Serious health conditions
- Change of family situation (eg separation)
- Reports from Specialists (eg paediatrician)

INFORMATION EVENINGS

A Parent Information meeting is held during the first few weeks of 1st term to inform parents of expectations, homework, work to be covered, ways they can support / assist during the week and other relevant information. Information regarding these sessions will be communicated via the School Newsletter in Weeks 1 or 2.

WEEKLY CLASS NOTES

The classroom teachers are responsible for sending home weekly class notes. The purpose of these notes is to inform parents about what is happening in the classroom for that week. Please check with your child’s teacher.
NEWSLETTER
The school newsletter is distributed every THURSDAY via email and Skoolbag. Some hard copies are kept at the front office on the bookshelf. It is also available on the school website. Please help yourself.

Any notices for the newsletter need to be handed or emailed to the office secretary by Thursday morning.

OFFICIAL CORRESPONDENCE
All correspondence to the parent or wider community body concerning the school must go through the Principal. Copies will be kept on file for future reference.

STAFF MEETINGS
Staff meetings are held weekly on Mondays from 3.30pm and conclude no later than 5:00 pm except by general agreement to continue a matter at hand. On occasions the staff meeting may be held on a different day to cater for local needs of visiting personnel. As much advance notice as possible is provided in such instances.

*It is appreciated if parents are aware of this afternoon as teachers will not be available.*

School Officers have a meeting once a week on Monday afternoons from 2:00pm in the staffroom.
CURRICULUM

GENERAL INFORMATION
St Saviour's Primary School currently has two classes of each year level from Prep to Year 6. The Australian Curriculum was introduced in 2012 in English, Maths and Science from 2012. History and Geography were implemented from 2013. The Health and Physical Education as well as Technology have also been approved.

St Saviour's Primary is committed to educating students for the future. Our curriculum is designed to assist students to become lifelong learners with a firm grasp of basic numeracy and literacy skills. The school strives to develop in students the skills, attitudes and values that will enable them to reach their full potential as successful and responsible citizens.

The Catholic Education Diocese of Toowoomba personnel are providing every school with the latest curriculum updates to ensure your child is receiving a quality education. Curriculum documents and teacher planning are regularly reviewed to ensure their relevance to your child's education.

TEACHER ASSISTANTS

Teacher Assistants act as support personnel to help the delivery of quality teaching and learning for the children in the classroom. They are very valuable contributors to the school environment. Classroom teachers are responsible for organising the programs for teacher assistants.

Please ensure that any concerns are addressed with the classroom teacher as they are the person responsible for the children’s learning.

DLP (Diocesan Learning Profile)

The Diocesan Learning Profile (DLP) is a digital curriculum management system that has been implemented across all schools in the Toowoomba Diocese. This management system fully integrates and streamlines the five (5) pedagogical processes in the Diocesan Learning Framework (DLF): Pedagogical Learning, Planning, Teaching, Assessing and Reporting, and as such draws on Bernard Lonergan's deep and profound understanding of human learning and knowing. The fundamental purpose of the DLP is to enable the Diocesan Learning Framework to come to life in every school, every classroom and for every teacher and student in the diocese.
Teachers at St Saviour's Primary were introduced to the DLP at the beginning of 2011 and since then have been planning, inputting assessment data and reporting using the DLP.

By managing the curriculum via the DLP, there is more time available for teachers to focus on pedagogy, knowledge and skill development and on the needs of the students in their class. The Principal and Curriculum Co-ordinators have easier access to all curriculum management in the school and CEO Curriculum Education Officers (EOs) are able to access planning and reports across the diocese, ensuring compliance with curriculum accreditation requirements. Support is also more easily available when and if required.

**RELIGIOUS EDUCATION**

Religious Education is a fundamental Learning Area for our school as we are a Catholic school community. We are fortunate to have Fr Peter Dorfield, Fr Hal Ranger and Fr Salvador as parish priests at St Patrick’s Cathedral across the road from the school. This ensures our students are provided with the real life experience of what we are about as a Catholic School. Therefore, St Saviour’s Primary School not only offers your child the educational view about Religious Education but we also offer our students the opportunity to attend Mass throughout the term and to actively experience being Catholic.

We have whole school Masses once a term and class groups also prepare term Masses (Yr 3-7) or a Prayer Gathering (P-2) to which parents are encouraged to attend.

The school actively encourages families to participate in the life of St Patrick’s Cathedral Parish. Parents and parishioners are always invited and encouraged to celebrate together at Liturgies and Masses. The school Mass Choir leads the congregation at St Patrick’s Cathedral once a month along with a Children’s Liturgy session. These are conducted by school staff.

We acknowledge that a number of our students are from various other religions and in our teachings we share the stories from others and learn to respect their beliefs within our Catholic School. St Saviour’s Primary School values the cultural diversity within the community. It is important to understand that when attending our school all students are expected to be active participants in our daily rituals such as prayer before meals, attending mass and other liturgical events.

*Mrs Judy Smith* is the school’s APRE – Assistant Principal Religious Education.
SACRAMENTS

Preparation for the first reception of the Sacraments of Reconciliation, Eucharist and Confirmation is available through a parish/family based program with the school acting, through its curriculum, in a supporting capacity. Catholic students in Year 4 are invited to participate in the Sacramental Program, with initial letters of invitation going out to students in Term 4 of Year 3. Inquiries concerning Sacramental preparation should be referred to the Parish Office, the Sacramental Team Coordinator or the school APRE.

MERCY CHARISM

As a school within the Mercy tradition, St Saviour's Primary School holds true to the values of Catherine McAuley. Catherine’s deep faith in God who is Mercy, and her experience of the pain of poverty, shaped her prayer and, in turn, her prayer shaped her ministry. Mercy spirituality is based on this life long journey of discovery of the Mercy of God, which is so often found in the lives and struggles of the suffering and the poor. The Mercy values of Compassion, Quality, Service and Commitment are seen as cornerstones to what we aim to teach, learn and live at St Saviour’s Primary School. These fruits of the Mercy Charism are evident through the day to day relationships between students, staff and families and find particular expression through various routines, events and celebrations. Please refer to our Cornerstone Values document.

OTHER LEARNING AREAS - ACARA

St Saviour’s Primary School is currently transitioning from outcomes based education to the new ACARA (Australian Curriculum Assessment Reporting Authority) curriculum from 2012. The Australian Curriculum will eventually be developed for all learning areas and subjects set out in the Melbourne Declaration: initially for English, Mathematics, Science and History; followed by Geography, Languages, the Arts, Economics, Business, Civics and Citizenship, Health and Physical Education, and Information and Communication, Technology and Design and Technology.

Please visit the Australian Curriculum website for further information:
http://www.australiancurriculum.edu.au/Home
PREP CURRICULUM - EARLY YEARS

Although the Prep year will be directed by the ACARA curriculum, teachers will still use the Early Learning Guidelines to ensure every learning opportunity in Prep is fun yet purposeful. Research shows that a curriculum, which broadens children’s learning by providing a broadly based, integrated program, is most likely to provide foundations for success in later learning. The following factors for success in school learning are drawn from the research:

- social and emotional competence, with a focus on social and personal learning
- health and physical wellbeing, particularly in making healthy choices, and gross- and fine-motor development
- language development and communication, focusing on oral language and early literacy
- early mathematical understandings, with emphasis on early numeracy
- active learning processes with a focus on thinking, investigating, and imagining and responding
- positive dispositions to learning.

These factors have been used to organise the Early Learning Areas. They provide a useful framework for curriculum continuity in the early phase of learning.

The early learning areas are:

- Social & personal learning
- Health & physical learning
- Language learning & communication
- Early mathematical understandings
- Active learning processes

The Early Learning Areas promote continuity between curriculum programs in the pre-compulsory and compulsory years of schooling by providing links with children’s prior learning and the curriculum. The Early Learning Areas are used to develop a balanced, integrated curriculum for young children.

TECHNOLOGY

Each classroom has access to mobile labs which provide a full class set of laptops. Students also have access to iPads, iPods, eBooks, data projectors, surround sound speaker systems, digital cameras and Smartboards.

The library has a multimedia room that contains an additional 30 laptops, an interactive LCD TV, surround sound and docking station to support the resources. Teachers are expected to use ICTs and IT in all Learning Areas when teaching.

The school is currently rolling out One to One iPads for Prep to Year 6. Please refer to the iPad guidelines for the rules and expectations of these devices. New families will be expected to purchase a device upon enrolment.
SCHOOL WEBSITE

The school website can be accessed at the following address:
www.sspstwb.catholic.edu.au.

The website is designed to provide St Saviour’s families and the wider community with any information that may be required, relating to St Saviour’s Primary School. On the website one will have access to Enrolment information; School Newsletters; Skoolbag, School Calendar; Uniform Information; School Policies; Curriculum Updates; Forms; Tuckshop Information and online link; Contacts and Links.

_Mrs Debbie Volp and Mr Brad Rodhe are the Technology Assistants at the school._

HOMEWORK

_Homework is sent home every Friday and is due back the following Thursday for Prep to Year 6._ The school’s policy is that homework be given. It is suggested that homework has both a numeracy and literacy component. Homework may be modified according to the needs of the children.

- **Written homework –**
  - Prep, 1 & 2  10 – 20 mins per school night
  - Yrs 3 & 4  15 – 30 mins per school night
  - Yrs 5 to 6  20 – 40 mins per school night

Normally teachers will outline their homework procedures at their Parent/Teacher Information Meeting held in February of each year. At other times parents should consult their child’s teacher in order to familiarise themselves with the procedure in each class. Parents are expected to support teachers in their supervision of homework.

Homework is expected to be completed appropriately and at a high standard. Students who do not complete homework will be given an appropriate consequence eg. Complete homework during lunch break.

Parents are expected to write a note or contact the classroom teacher explaining why homework wasn’t completed.

LEARNING SUPPORT

The classroom teacher is responsible for the education of all students in his/her class utilising the support of appropriate personnel. Support applies to both students who need extension and intervention. Therefore it may be accessed by students who are high achievers as well as those who are experiencing difficulty.
We have two teachers who are employed as the Learning Support Teachers (LST) within St Saviour’s Primary School. The LST provides collaboration, expertise, resources, testing support, co-ordinates the Learning Support Teacher Assistants and acts as Case Manager for students with exceptional needs. The Learning Support Program is a valued and effective component of the school curriculum. The program creates a flexible and diverse learning environment.

The Learning Support Process:

Students are identified for support and extension through the following process:

- Whole school testing; NAPLAN Testing; consultation with class teachers.
- Parents are consulted and permission is sort for students to access the Learning Support Program.
- Learning Support Teacher and Class Teacher collaborate to implement the necessary program.
- Frequent consultation between the LST, classroom teacher and parents regarding student progress and their needs.

ENGLISH AS A SECOND LANGUAGE (ESL)

The school provides support for families who have English as their second language. Families will be supported from the enrolment process through to their transition into the classroom. Mrs Ann-Maree Ward is the ESL support teacher.

SPECIAL NEEDS COMMITTEE PROCESS

A Special Needs Committee meets weekly to discuss: access to assessments; access to and diagnosis from specialists and what these mean relating to a classroom; behavioural issues; repeating children; school counselling.
The committee varies each week but may include the School Principal, the Assistant Principal Religious Education, the Senior Middle Leader, the Learning Support Teachers and a Staff Representative.

Class teachers meet with parents to discuss concerns about their child and gain permission to access special needs.

Class teacher presents student’s case to the committee for consultation and recommendations.

Class teacher meets with parents to discuss outcome.

Learning Support Teacher actions any referrals to specialist or other assessments.

**SCHOOL COUNSELLOR**

The Toowoomba Catholic Education Diocese provides counsellors for our schools. Students are referred to the Counsellor through the Special Needs Committee or School Principal.

**MATHELTICS**

Mathletics is an interactive e-Learning resource, being used by over 2,000 schools. Originating in Australia, Mathletics is now being used in over ten countries. The primary goal of Mathletics is to improve Maths results. At St Saviour’s Primary, students from Yrs 1-6 have access to Mathletics both at home and at school. Mathletics provides many benefits for teachers and schools. Of greatest value is the continual formative assessment which can be used diagnostically to guide both class and individual instruction. Payment for Mathletics is made by parents as outlined on the Booklists (Years 1 to 6).

**ONLINE APPS**

The students will access several online applications through their iPads. Teachers will send home the required applications for parents to upload. Initial costs of the applications will be supported by the school but one the iTunes voucher is used then it will be at parent cost.
SPECIALIST AREAS

INSTRUMENTAL MUSIC – Years 3 to 6 but younger grades are welcome. This program is coordinated by Musicorp Australia where lessons and hire fees are payable in advance directly to them. Please ask at the office for information concerning this company and their services at our school.

CHOIR – Years 2 to 6 – The School Choir members meet once a week and on more frequent occasions when rehearsing for community performances. Our Mass Choir students met in the weeks prior to Mass commitments.

MUSIC – Prep to 6 - All students have lessons each week. The children are sometimes asked to perform at various community singing events or participate in musicals.

PE – Prep to Yr 6 - The school is fortunate to have three Physical Education teachers who specialise in different age groups. Each term the children participate in varying sporting activities whether it is for sports carnivals, team events, athletics and/or swimming. The PE teacher is Mr Sam Hannant.

LOTE – Prep to Year 6 – Mrs Jayne Greenhalgh teaches Japanese.

LIBRARY - Prep to Year 6 - The library offers opportunities to engage with information and stories. The Teacher Librarian works with classroom teachers to enable students to become effective and discerning users of information in all formats. All classes have a weekly borrowing session when students choose material for their reading pleasure. Students are welcome to use the library during lunch time when it is open. Details of library procedures are available on the library page of the school website.

EXTRA CURRICULAR ACTIVITIES
The school provides opportunities for the students to participate in several extra-curricular activities such as AFL, NRL, Cricket, Basket Ball, Swimming, Lifeskills, Mini Vinnies, Choir, IT club, Chess Club and others. These activities will vary each year.

SWIMMING
Swimming is held at the Glennie Aquatic Centre. School swimming occurs during Physical Education specialist lessons in Term two. A timetable is organised for each term by the PE teacher in negotiation with the pool lessee. Only selected years attend swimming including Prep, Year 2, 4 and 6.
SPORTS HOUSES

The students will be allocated a house team **Gold (Coolock), Red (Goretti), Green (McAuley) and Blue (Xavier)**. Students will be encouraged to develop loyalty to their team. Two students from Year 6 will be appointed as Captains of these houses each year.

**McAuley** (Green) - Catherine McAuley is the foundress of our Mercy Sisters.

**Xavier** (Blue) - named after St Francis Xavier

**Coolock** (Yellow) - the name of a house where Catherine lived.

**Goretti** (Red) - named after Saint Maria Goretti who had led a very ordinary life. But in spite of her simplicity, her great faith and love for God made her truly extraordinary.

REPORTING

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<tr>
<td>Students</td>
<td>Verbal conference</td>
<td>• to review documented progress</td>
<td>when needed and appropriate</td>
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<tr>
<td></td>
<td></td>
<td>• to review self-assessment</td>
<td></td>
</tr>
<tr>
<td>Parents/Caregivers</td>
<td>Parent/teacher Information Night</td>
<td>• to allow both teacher and parents to become acquainted</td>
<td>the beginning of the school year in the first couple of weeks</td>
</tr>
<tr>
<td></td>
<td>Parent/teacher interviews</td>
<td>• to refer to evidence of skills acquired, work quality, strengths and difficulties</td>
<td>• end of Terms 1 &amp; 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• to discuss academic, and non-academic development</td>
<td>• when necessary/on request</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• to set goals for the following term.</td>
<td></td>
</tr>
<tr>
<td>Parents/Caregivers</td>
<td>Written report</td>
<td>• to refer to all documented assessments;</td>
<td>• end of each semester and to be copied and added to student’s folio in school master file</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• to identify areas of strength, progress and difficulty</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• to report demonstration of child’s progress</td>
<td></td>
</tr>
</tbody>
</table>
ORGANISATION & PROCEDURES

ARRIVAL

Students are asked to arrive after 8:10 am in the morning as a teacher is not on duty until this time. Students are to be seated on the black tiles outside the Mercy Centre until a teacher is on duty. Once a teacher arrives the children are able to enter the Mercy Centre or play handball on the concrete area.

DEPARTURE

Students are expected to depart the school through the Perth Street, Neil Street or Lawrence Street entrances. There are teachers on duty until 3:30pm at the Perth and Lawrence Street entrances. There are no teachers on duty in Neil St. Students are taken to the school office if they have not been collected by this time. Parents are then contacted.

SCHOOL TIMES

8.30 am  Day commences
10.45 – 11.15am  Morning Tea
12:45 – 1.30pm  Lunch
3:00 pm  End of school

ASSEMBLY

Assembly is held each week on Monday afternoons at 1:30pm. The purpose is to enable us to gather as a community to pray, greet, to inform and to celebrate as one.

*Monday afternoon* – 1:30pm in The Mercy Centre

- led by the Year 6 students and assisted by a member of the leadership team (rotate each week between the Principal, APRE and Senior Middle Leader)
- National Anthem
- School Care Prayer
- messages
- House Points winner
- prayer
- awards
- birthdays
- class presentations
STUDENT AWARDS

Every week at Assembly students are presented with awards for the good deeds they demonstrated during the previous week. Awards can be presented for (but not limited to) such things as: achievement, effort, manners, behaviour, good deeds, success. Principal Awards, Mercy Value Awards and Citizenship certificates are awarded when applicable.

The purpose of these awards is to acknowledge all of the students at the school for their great work and encourage them to continue with their positive decisions.

Parents will receive a slip in a sealed enveloped on Friday when homework is sent home. This slip identifies your child is receiving an award at assembly on Monday.

MOBILE PHONES, iPodS AND OTHER DEVICES

Students are only permitted to have a mobile phone, iPod or other device at school if a parent/guardian has written a note giving the child permission to have it. These devices must be handed in to the school office at the beginning of the school day. They can be collected at 3pm.

There is a school phone for students to contact their parents during the day if necessary. However I understand if students use a phone for after and before school. As long as students follow the requirements above then there is no concern.

Students will receive an appropriate consequence if phones, ipods or other devices are found in their possession or in the classroom areas during the school day.

This also applies for other electrical devices including but not exclusive to IPODs, iPADs, DMSs, MP3 players. Please refer to iPad guidelines for further detail.

RIPSTICKS, SKATEBOARDS, SCOOTERS AND BIKES

All students are required to demount their form of transport once they reach the school grounds. They must carry their scooter/ ripstick or push their bike through the school grounds.

Ripsticks and scooters must be parked outside the Mercy Centre before school but then taken to their own classroom during the day. Bikes must be parked and chained at the bike racks. These items must not be used throughout the school day or given to other students to use.
**BANKING**
Student banking occurs each Tuesday. Bank books are sent to the office in the message basket and are returned via the same means that afternoon.

**CLASS ROLLS**
Reporter Pro is an online program that monitors and records students absent and present. This is a legal online document.

**ABSENTEEISM**
Parents are asked to notify the school by phone or note if your child is absent. We are required to record a reason why your child is away. Please ensure you phone the office by 9:00am or send a message through skoolbag. The school has a phone message service so you are welcome to leave a message.

**BUS**
Students who travel home by bus must move to their designated bus area as soon as they are dismissed from class. Students travelling on buses from the opposite side of Perth Street remain seated next to the bus shelter until a teacher on duty releases them to cross the road. Once they have crossed, they are required to sit in or beside the bus shelter on the other side of the road. Students travelling by the bus in Louisa Street must walk to their destination as soon as the school bell rings.

**There is no teacher on duty for this bus run.** There is only a teacher on duty at the Perth Street bus shelter until 3:30pm. Parents/carers of students who catch a bus after 3:30pm are required to acknowledge in writing (to the school) that they are aware that their child is not supervised after 3:30pm.

Please phone the bus company if you have any concerns with your child’s bus route.

**CALENDAR**
Please see the office for a flyer outlining the school year.

**MESSAGE BOXES**
Each class has their own designated message boxes. Messages given to the office or from the office are distributed via the box system. The classroom teacher plays a key role in this process as they ensure messages are given to students.
PLAYGROUND EXPECTATIONS

All teachers are allocated to a playground duty. Teachers have been provided with a playground duty manual that specifies expectations while on duty. This manual will also provide assistance for relief staff when visiting our school.

Eating time - morning tea and lunch - All students are expected to sit in the designated eating area outside of the Mercy Centre. The students must remain seated until a teacher on duty releases them.

STUDENT PROTECTION

Every person in our school community has the right to feel safe. Any action which threatens this safety, causing physical, psychological or sexual harm is considered to be extremely serious.

Any reports of harm are to be referred directly to one of the 3 Student Protection Contacts (2015 – Mrs Rebecca Thomas, Mrs Deb Hawkins and Mr Mitch Cush). However, please contact the Principal, APRE, Senior Middle Leader or any staff member anytime. Student Protection posters are in every classroom with Student Protection Contacts clearly labelled on them.

Clear guidelines and procedures have been formalised by the Diocese of Toowoomba. Each teacher is familiar with the Student Protection Policy and relevant guidelines / procedures. The school implements the Daniel Morcombe Protective Behaviours Program enforced by the Diocese of Toowoomba. These are available for viewing from or discussion with the Student Protection Contacts..

CLEANING

At all times the whole school (including every classroom) is to be kept neat and tidy. It is the responsibility of the staff and students to ensure papers etc are picked up around the school. At the end of each day students’ belongings are to be picked up and taken home. Classrooms are cleaned once a week. Teachers are asked to put their chairs up every Friday.

It is the classroom teacher and relevant student’s responsibility to ensure that port racks, classrooms and other external areas are kept clean and tidy. Every class has a designated area to clean in the school as well as their classrooms.

The toilets and high traffic areas are cleaned every day.
SECURITY

The school has installed a security system that operates in the whole school. The system is monitored by Ambush Security Services. Any incidents are signalled to them and a local security company responds.

EARLY DEPARTURE

Parents are requested to notify the school whenever their child is to leave or return to the school premises during school hours. Students must be signed out (and back in) by a parent or guardian. Students are to be collected via the School Office.

SCHOOL RESOURCE CENTRE - SCHOOL LIBRARY

The library is open at lunch times on various days.

All students must use waterproof bags to borrow and return books and other items from the library. Student’s homework bags may be used as library bags. These bags can be purchased for $10.00 from the office.

DAMAGED LIBRARY BOOKS

Payment will be requested for damaged or lost library items. Parents will be notified of the replacement cost in writing and money is to be paid to the office.

SICK CHILDREN

Children complaining of ill health are sent to the Office where a decision is made as to what action is taken (period in sick bay or contact with parent). Office staff will report back to teachers if a child is being taken home. We have two First Aid Officers on staff: Mrs Julie Robinson and Mrs Maree Sanders. Other staff members have their First Aid Certificate too. These are displayed on the Sick Bay window.

DENTAL CLINIC

Free Dental services are available through the School Dental Service conducted by the State Department of Health. The Dental Van no longer visits schools but parents are expected to visit the local hospital if they wish to use this service. Forms are sent home through the school so parents may then contact the Dental Clinic.
HEALTH RECORDS

At the beginning of each school year, it is important that parents inform us of any changes to children's health records, emergency contacts etc. Please keep us informed of changes as they occur. In the event of an emergency or accident the decision we make will depend upon the information which you have provided. The school is introducing CAREMONKEY.

PARKING

Parking is very limited around the school grounds. Please ensure the Bus Zones and driveways are kept clear. Students who have to cross a road to get to their family car must use the school crossing or have a parent accompany them. Please be mindful of the limited parking and move quickly to leave so others can have a park as well.

STUDENT LEADERSHIP

Every student in Year 6 has an opportunity to nominate for a leadership position that represents their own gifts and talents. The various roles include: School Captain, House Captain, Recreation Councillor, Welfare Councillor, Assembly Councillor, Library Councillor, Mini-Vinnies Councillor, Tuckshop Councillor, Sports Captain, Committee Members and Vice Captains. Students are asked to present a speech and take on various tasks for each position.

Student leadership also involves all Year Six students taking leadership responsibility as a member of a leadership group. These groups are organised in negotiation with the students, class teacher and Principal. Some leadership initiatives include:
- assemblies led by Year 6
- councillor positions
- school leadership camp
- Leadership Day
- Year 6 campaign for being elected as a captain
- Year 6 mass
- lunch duties and other commitments

TUCKSHOP

The tuckshop operates every Monday, Wednesday and Friday for both the lunch breaks. All children will need to order their MORNING TEA AND LUNCH. We have introduced an online tuckshop ordering system. The link to this service is found on our school website. The school only takes online orders. All children will have their lunches delivered by a student representative which teachers are to check and distribute to the children.
Tuckshop menus are available at the office or on the school website.

Tuckshop days are a service to the school community therefore it is important to note that it is optional for families to participate in them. However, you are always welcome to lend a helping hand if you have time!

**BOOKLISTS**

The student booklist for the following year is issued early in Term 4. In the case of new students enrolling, booklists, handbook and other relevant forms will be issued after an interview and is accepted. Books may be ordered through Brown’s Office Choice.

**EXCURSIONS**

Parents are welcome to help with excursions. Please ask the classroom teacher for details of the event. Please ensure you have completed the annual Volunteers form.

**BEFORE AND AFTER SCHOOL CARE**

St Saviour’s Primary School has a ‘Before and After School Care’ program which is organised through Hall-Thorpe Sports. Our Before and After School Care program is located here at school for children of our school only. It operates each school day in the mornings from 6:30am and afternoons until 6:00pm. Information can be obtained by contacting the School Office.

**SCHOOL CAMPS**

School camps are an important learning and socialising experience and are part of our school curriculum for Years 5 and 6. Camp is not meant to be a holiday but an extension of the classroom into a different learning environment.

At St Saviour’s Primary School the students in Years 5 and 6 attend a compulsory camp once a year. The location of the camp varies each year.
WORK HEALTH AND SAFETY

St Saviour’s Primary School operates in accordance with the Diocesan expectations.

MEDICATION

Prescribed medication will be administered as directed by the child’s doctor or as set out on the original bottle label by the pharmacist. Where children are required to take medication a “Letter of Authorisation” must be completed by the parent or doctor. Short term medication requires a letter from the parent but long term medication requires authorisation from the doctor or relevant specialist.

Please Note: This expectation is also applicable to school camps.

We cannot administer the 1st dose of any medication.

Any medication to be administered must be given to the teacher and sent to the office to be kept in a secure area. Only office staff or Leadership Team members can administer medication.

ACCIDENTS / INJURIES

Parents will be contacted as soon as possible if their child has been involved in an accident during the day. There are first aid officers within the school who will assist the student until their parents arrive.

Minor Injuries – First Aid Officers assist the child

Serious Injuries – The ambulance is called first, parents straight after the ambulance and the child is assisted by the First Aid Officer while waiting for the ambulance and parents

ASTHMATICS

An Asthmatic Register is maintained in the office. Teachers have been made aware of the asthmatic children in their class and parents are encouraged to keep teachers informed of any concerns or developments regarding asthma triggers. Parents are required to provide the school with an action plan for their child if they suffer from Asthma.

TIME OUT POSTER

Please refer to the Queensland Government Time Out Poster for medical conditions that require exclusion from school to prevent the spread of infectious diseases.

**EVACUATION POLICY**

The continuous ringing of the school bell indicates the need to evacuate.

An Evacuation Drill takes place at least once per term. The evacuation plan is located in all rooms. Staff have familiarised themselves with its location and the path to be followed.

*All classes will assemble on the oval near Lawrence Street and Ruthven Street.*

Each teacher is responsible for making certain all students are located in the designated areas by -

I. Walking the students in an orderly manner to the designated area.
II. Informing Leadership team/Secretary of any students not present.
III. Keep students assembled until further notice from the Principal, APRE/Senior Middle Leader or Secretary.

The Secretary will take a copy of class rolls and the Visitor Register to the Assembly area. If you are not in your classroom at the time of Evacuation obtain a copy of your class roll from the Secretary.

The Principal/Leadership Team/Secretary will be responsible for checking the assembled classes to ensure all students are located.

The Principal/Leadership Team/Secretary records the evacuation details in the EVACUATION REGISTER.

*Parents need to be aware of this process if they are helping in the classrooms.*

**HATS**

The school has two hats that includes a sports hat and formal hat. Both hats are navy blue with the school logo imprinted on the front. Children are to wear a hat at all times when outside the classroom.

Children without hats must remain in the school corridor outside of the office during ‘play time’

**NO HAT NO PLAY.**

**SUNSCREEN**

Sunscreen is available in bulk for each class. It is the teacher’s responsibility to promote the wearing of this with outside activities. This does not mean physically applying it to each child, but rather making it available and emphasising that it should
be applied. Our School is officially recognised as a SunSmart School through the Queensland Cancer Council.

**FIRST AID**

The First Aid Kit is located in the Sick Room, Mercy Centre, Groundsman shed and the Prep classrooms. A portable First Aid Kit, used for excursions and times when students leave the school grounds, is kept in the Sick Room cupboard. The Prep room maintains a minor First Aid Kit of band aids etc for minor incidents. A portable first aid bag (waist bag) is used during lunch duties.

There are two staff members who are the school First Aid Officers. All staff members ask the officers if they are unsure of treatment. However, parents are always phoned to notify you of the incident.

All treatment of individuals is recorded in the School First Aid Record Book by the person who is treating the individual. In the case of serious incidents the teacher to whom the accident is reported needs to ensure that the School Accident Form (located in the Sick Room) is completed. It is then passed to the Principal, who determines if further reports to the Diocesan and the Division of Workplace Health and Safety are required.

All staff members are encouraged to gain their First Aid qualifications. The school is trialling the use of CareMonkey.

**EPI PENS**

Students who require an Epi Pen must have one for the office and one on them at all times. Both Epi Pens must be clearly labelled with the student’s name and photo for easy identification. The roving Epi Pen must be in a bum bag so it is carried with the child at all times. Please see the office staff if you have any questions. An Action Plan authorised by a doctor must be completed for these students.

**DIABETICS**

The staff must be informed of this situation. Students will be monitored at the front office to ensure all treatment is administered and recorded appropriately.
DISCIPLINE

Rationale

As a school community we value justice and respect for others and ourselves and endeavour to foster the development of cooperation and self discipline within the children. All children should be aware of the need to be responsible for their own actions and the subsequent consequences of these actions.

Our behaviour management procedure is based on the fundamental beliefs of rights and responsibilities:

* School staff members have the right and the responsibility to establish rules and directions that clearly define the limits of acceptable and unacceptable student behaviour.

* School staff members have the right and responsibility to teach students to consistently follow these rules and directions on a daily basis.

* School staff members have the right and the responsibility to ask for assistance from parents and administrators for support in handling the behaviour of students.

* Students have the right to firm and consistent limits.

* Students have the right to consistent positive encouragement to motivate them to behave in an acceptable manner.

* Students have the right to know what behaviours are expected of them and what consequences will follow if they choose to disregard the expectations.

The St Saviour’s Primary School Behaviour Management Plan consists of three parts:

1. Rules
2. Positive Recognition
3. Consequences
1. Rules

Children must follow the rules at all times.

**Classroom Rules** *(These are basic rules. Teachers add others.)*

*Keep hands, feet and objects to yourself

*Follow directions given by an adult immediately

**Playground Rules**

*Keep hands, feet and objects to yourself

*Follow directions given by and adult immediately

*Use only socially acceptable language and behaviour

*Walk, don’t run, on concrete areas

2. Positive Recognition

The aims of Positive Recognition are to increase self-esteem, create a positive classroom environment, build positive relationships between teachers and students, recognise students’ responsible behaviours and motivate students to make appropriate choices.

Positive recognition will be undertaken in some of the following ways:

* verbal praise

* classroom rewards

* certificates, house points, stickers etc

* positive reporting to parents (in person, memo, letter, phone call)

* recognition from the Principal and staff members

* public acknowledgement through assemblies
3. Consequences

Consequences arise when children choose to ignore the classroom and playground rules. They will be consistent and given in an appropriate manner. Consequences act as a deterrent to unacceptable behaviour and encourage children towards appropriate behaviour.

Non-disruptive Behaviour

Teachers recognise non-disruptive, off-task behaviour as a lapse of attention and correct it calmly using some or all of the following techniques:

* The ‘look’ - communicate awareness and disapproval of the behaviour

* Physical proximity - stand by the student’s side

* Mention the off-task student’s name whilst teaching

* Proximity Praise - accentuate the positive behaviours exhibited by other students.

Disruptive Behaviour

Disruptive behaviour will result in the following consequences.

<table>
<thead>
<tr>
<th>Step 1: Warning (name is written on the blackboard or recorded eg. traffic lights)</th>
<th>PREP</th>
<th>YEARS 1 TO 4</th>
<th>YEARS 5 TO 7</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2: Cross is placed next to name. (X)</th>
<th>PREP</th>
<th>YEARS 1 TO 4</th>
<th>YEARS 5 TO 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 minutes time - out</td>
<td>5 minute detention</td>
<td>10 minute detention</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3: A second cross is placed next to name (XX)</th>
<th>PREP</th>
<th>YEARS 1 TO 4</th>
<th>YEARS 5 TO 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 minutes time - out</td>
<td>10 minute detention</td>
<td>15 minute detention</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 4: A third cross is placed next to name. (XXX)</th>
<th>PREP</th>
<th>YEARS 1 TO 4</th>
<th>YEARS 5 TO 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 minute detention</td>
<td>15 minute detention</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When a child’s actions are such that they endanger themselves or others, some or all of the above steps may be bypassed and the child will be sent immediately to the Principal.
Continued Misbehaviour

*When a child's name appears on the detention role for 45 minutes, in any one term, they will be referred to the Principal. Parents will be informed.

*If the same child is on detention for a further 30 minutes, in the same term, the child will again be referred to the Principal. Parents will be informed.

*If the child is on detention for a further 15 minutes in the same term, that is, a total of 90 minutes in any one term, the Principal will contact the child’s parents to seek an interview.

Continued misbehaviour or serious offences may lead to suspension. Notification to parents and Toowoomba Catholic Education Office will be made at this time. If, after suspension, misbehaviour and serious offences continue, expulsion will be considered.
SCHOOL UNIFORM

The students of St Saviour’s Primary School have an excellent reputation for valuing and respecting the traditions of the school community. It is essential for the unity of the school that the school uniform, as an external expression of these values and respect, is worn correctly and with pride.

**GIRLS’ UNIFORM (YEARS 1 to 6)**

<table>
<thead>
<tr>
<th>TYPE OF UNIFORM</th>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Day</strong></td>
<td>Dress</td>
<td>Tartan dress with white collar (length - mid calf)</td>
</tr>
<tr>
<td></td>
<td>Socks</td>
<td>Short white socks (fold down once)</td>
</tr>
<tr>
<td></td>
<td>Shoes</td>
<td>Black lace up shoes</td>
</tr>
<tr>
<td></td>
<td>Hat</td>
<td>School formal hat</td>
</tr>
<tr>
<td><strong>Summer Sports</strong></td>
<td>Undergarment</td>
<td>Navy, short leg bike pants (shouldn’t be seen under dress)</td>
</tr>
<tr>
<td></td>
<td>Shirt</td>
<td>Bottle green polo shirt embroidered with school emblem (short or long sleeve) and navy with red pinstripe</td>
</tr>
<tr>
<td></td>
<td>Shoes</td>
<td>Joggers – <strong>white only</strong> – no Dunlop Volleys</td>
</tr>
<tr>
<td></td>
<td>Socks</td>
<td>Duronit – short white sports socks with navy stripe and school logo</td>
</tr>
<tr>
<td></td>
<td>Hat</td>
<td>School sports hat</td>
</tr>
<tr>
<td><strong>Winter Day</strong></td>
<td>Tunic</td>
<td>Winter weight tartan material as in summer dress (length-mid calf)</td>
</tr>
<tr>
<td></td>
<td>Blouse</td>
<td>White long sleeve – peter pan collar only</td>
</tr>
<tr>
<td></td>
<td>Tie</td>
<td>Small button tartan tie</td>
</tr>
<tr>
<td></td>
<td>Stockings</td>
<td>Navy- (no knee highs) or Duronit long navy socks with two red stripes</td>
</tr>
<tr>
<td></td>
<td>Shoes</td>
<td>Black lace up shoes</td>
</tr>
<tr>
<td></td>
<td>Jumper</td>
<td>Navy embroidered with St Saviour’s (70% acrylic/30% wool)</td>
</tr>
<tr>
<td></td>
<td>Hat</td>
<td>School formal hat</td>
</tr>
<tr>
<td><strong>Winter Sports</strong></td>
<td>Tracksuit</td>
<td><strong>Available from Hannas – new look 2013</strong></td>
</tr>
<tr>
<td></td>
<td>Shirt</td>
<td>Bottle green polo shirt embroidered with school emblem (short or long sleeve) and navy with red pin stripe</td>
</tr>
<tr>
<td></td>
<td>Jumper</td>
<td>Navy embroidered with St Saviour’s (70% acrylic/30% wool)</td>
</tr>
<tr>
<td></td>
<td>Shoes</td>
<td>Joggers – white only – no Dunlop Volleys</td>
</tr>
<tr>
<td></td>
<td>Socks</td>
<td>Duronit – short with navy stripe and school logo</td>
</tr>
<tr>
<td></td>
<td>Hat</td>
<td>School sport hat</td>
</tr>
</tbody>
</table>
### BOYS’ UNIFORM (YEARS 1 to 6)

<table>
<thead>
<tr>
<th>TYPE OF UNIFORM</th>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Day</strong></td>
<td>Shirt</td>
<td>Bottle green with tartan pocket trim, with St Saviour’s embroidered on it.</td>
</tr>
<tr>
<td></td>
<td>Shorts</td>
<td>Techstyle, Navy</td>
</tr>
<tr>
<td></td>
<td>Socks</td>
<td>Duroni – long navy with two red stripes</td>
</tr>
<tr>
<td></td>
<td>Shoes</td>
<td>Black lace up shoes</td>
</tr>
<tr>
<td></td>
<td>Hat</td>
<td>School formal hat</td>
</tr>
<tr>
<td><strong>Summer Sports</strong></td>
<td>Shorts-</td>
<td>Plain navy – Track ‘n’ Field with pockets – with red pin stripe and SSP logo</td>
</tr>
<tr>
<td></td>
<td>Shirt –</td>
<td>Bottle green polo shirt embroidered with school emblem (short or long sleeve) and navy with red pin stripe</td>
</tr>
<tr>
<td></td>
<td>Shoes</td>
<td>Joggers – predominately white – no Dunlop Volleys</td>
</tr>
<tr>
<td></td>
<td>Socks</td>
<td>Duroni – short white sports socks with navy stripe and school logo</td>
</tr>
<tr>
<td></td>
<td>Hat</td>
<td>School sports hat</td>
</tr>
<tr>
<td><strong>Winter Day</strong></td>
<td>Trousers</td>
<td>Long plain navy - Techstyle</td>
</tr>
<tr>
<td></td>
<td>Shirt</td>
<td>The summer day shirt (optional long sleeve)</td>
</tr>
<tr>
<td></td>
<td>Shoes</td>
<td>Black lace up shoes</td>
</tr>
<tr>
<td></td>
<td>Jumper</td>
<td>Navy embroidered with St Saviour’s (70% acrylic/30% wool)</td>
</tr>
<tr>
<td></td>
<td>Hat</td>
<td>School formal hat</td>
</tr>
<tr>
<td><strong>Winter Sports</strong></td>
<td>Tracksuit</td>
<td>New design - Available from Hannas - 2013</td>
</tr>
<tr>
<td></td>
<td>Shirt –</td>
<td>Bottle green polo shirt embroidered with school emblem (short or long sleeve) and navy with red pin stripe</td>
</tr>
<tr>
<td></td>
<td>Jumper</td>
<td>Navy embroidered with St Saviour’s (70% acrylic/30% wool)</td>
</tr>
<tr>
<td></td>
<td>Shoes</td>
<td>Joggers – white only – no Dunlop Volleys</td>
</tr>
<tr>
<td></td>
<td>Socks</td>
<td>Duroni – short with two navy stripe and school logo</td>
</tr>
<tr>
<td></td>
<td>Hat</td>
<td>School sports hat</td>
</tr>
</tbody>
</table>

### PREP UNIFORM

<table>
<thead>
<tr>
<th>TYPE OF UNIFORM</th>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td>Shirt –</td>
<td>Bottle green polo embroidered with the school emblem and navy with red pin stripe Short or long sleeves.</td>
</tr>
<tr>
<td></td>
<td>Shorts –</td>
<td>Plain navy unisex – with red pin stripe and SSPS logo</td>
</tr>
<tr>
<td></td>
<td>Socks -</td>
<td>Short white socks with navy stripe and school logo</td>
</tr>
<tr>
<td></td>
<td>Shoes</td>
<td>Joggers – white only – with velcro</td>
</tr>
<tr>
<td></td>
<td>Hats</td>
<td>School formal and sport hats</td>
</tr>
<tr>
<td><strong>Winter</strong></td>
<td></td>
<td>As for Summer uniform with school tracksuit – available at Hannas.</td>
</tr>
</tbody>
</table>
PLEASE CLEARLY MARK ALL ITEMS OF CLOTHING.

*Uniform items can be purchased from Hannas (563 to 567 Ruthven Street, Toowoomba)

*Second hand items are available from the Clothing Pool – hours vary – please contact the school office

*Donations of second hand uniforms are welcomed

*The lost property is located outside of the Mercy Centre.

* **Jewellery** – one pair of PLAIN sleepers/studs(Girls)
  - watch - plain
  - Christian medals/cross only for neck chains(to be tucked inside uniform)
  - no bangles, wrist bands, rings etc

* **Hair Accessories** – navy blue, white, red or bottle green only

* **HAIR STYLES** – Boys - short, back and sides – no long fringes/long hair up
  - Girls – hair below shoulder is to be tied up – no hair extensions or other hair accessories allowed.

**PLEASE NOTE: STUDENTS NOT FOLLOWING THE SCHOOL GUIDELINES FOR DRESS STANDARDS WILL BE SENT A NOTE REQUESTING THAT THEY RECTIFY THE SITUATION.**
FEE AND LEVIES

St Saviour’s Primary School is part of the Toowoomba Catholic Education Diocese. Our Catholic Schools receive minimal Government funding so we are required to devise a school fee system that ensures we provide both the services and the resources necessary for the best possible education for your children.

The fees are spent in the following ways:

- **Resources**: Classroom and Curriculum resources including and not exclusive to sporting equipment, library books, musical instruments, interactive whiteboards, laptops and e-books.
- **Wages**: Secretaries, Teacher Aides, Relief Teachers, School Cleaners and Groundsman.
- **Purchasing**, replacement and repairs of all school equipment - Information Technology, Furniture.
- **Photocopying and printing** - coloured paper, maintenance and copy costs, school stationery.
- **Electricity, insurance, postage, phone, rates, excess water and general cleaning and maintenance expenses.**
- **Maintenance of buildings, ground improvements and Capital Development.**

### School Fee Schedule for 2014

Please note that fees are issued over three terms per year.

<table>
<thead>
<tr>
<th>For 1 Child (P–7)</th>
<th>For 2 Children (P-7)</th>
<th>For 3 or more Children (P-7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$464.00 per term</td>
<td>$763.00 per term</td>
<td>$991.00 per term</td>
</tr>
</tbody>
</table>

**PER FAMILY PER YEAR**

- The **P & F Levy** of $20.00 per family per year. *Term 1 school fees account only.*

**PER FAMILY PER TERM**

- The **Building Levy** of $100.00 per family per term. *(3 terms only per year)*

**PER CHILD**

- The **Resource Levy**. This will be on the *Term 1 school fees account only*. $50 per child (Prep to Year 6)
- An **annual I.T. Levy** of $100 per child. *This will be on the Term 1 fee account only.*
**Other School Charges** - will be itemized on your school fees per term depending on what is happening at the school. These may include bus costs for sport, swimming lessons, Bike Ed, drama performances, excursions etc. These payments are a compulsory part of the school fees. (It is anticipated that this process will minimize the money envelopes being sent home.)

Term concession for those paying into the Planned Giving at the Cathedral Parish remains at:-

- $30 for 1 Child
- $40 for 2 children
- $50 for 3 or more children per term

*Families experiencing genuine financial difficulty are requested to seek an appointment with the Principal.*

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**EXAMPLE ONLY - Costs you will be charged per term**

<table>
<thead>
<tr>
<th>TERM ONE</th>
<th>TERM TWO</th>
<th>TERM THREE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Fees</strong></td>
<td><strong>School Fees</strong></td>
<td><strong>School Fees</strong></td>
</tr>
<tr>
<td>1 Child - $464.00</td>
<td>1 Child - $464.00</td>
<td>1 Child - $464.00</td>
</tr>
<tr>
<td>2 Children - $763.00</td>
<td>2 Children - $763.00</td>
<td>2 Children - $763.00</td>
</tr>
<tr>
<td>3 Children or more - $991.00</td>
<td>3 Children or more - $991.00</td>
<td>3 Children or more - $991.00</td>
</tr>
<tr>
<td><strong>IT Levy</strong> - $100 per child</td>
<td><strong>IT Levy</strong> - $100 per child</td>
<td><strong>IT Levy</strong> - $100 per child</td>
</tr>
<tr>
<td><strong>P &amp; F Levy</strong> - $20 per family</td>
<td><strong>P &amp; F Levy</strong> - $20 per family</td>
<td><strong>P &amp; F Levy</strong> - $20 per family</td>
</tr>
<tr>
<td><strong>Building Levy</strong> - $100.00 per family</td>
<td><strong>Building Levy</strong> - $100.00 per family</td>
<td><strong>Building Levy</strong> - $100.00 per family</td>
</tr>
</tbody>
</table>

**Other School Charges**

This includes and is not exclusive to costs for sport, buses, swimming, excursions etc - only charged if relevant for your child.

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St Saviour’s Primary School  
14 Lawrence Street. Toowoomba  
(07) 46371555  
ssps@twb.catholic.edu.au
1. School Fees are processed and sent home to parents in Week One of each term. 
   (There are four terms in a school year.)
2. Due date for payment of fees is 3 weeks after the issue date.

A. Parents finalise their school fee account by the due date.

Payment options:

1. Direct Deposit - into our school Bank Account
   Commonwealth Bank
   St Saviour’s Primary School Number 1
   Account
   BSB 064433
   A/C 10298183
   Please ensure you write your full name and
   what the money is for e.g school fees
2. Direct Debit - please complete a direct debit form - payment can start from January 1st on
   a weekly, fortnightly, monthly or quarterly basis.
3. Eftpos - by phone or in person or tear off portion on School Fee Account
4. Cash
4. Cheque

B. Parents who wish to discuss their School Fees commitment with the Principal need to:

1. Organise an interview with the Principal
2. Provide documents at the meeting of:
   a. evidence of financial income
      eg. payslip and/or centrelink form
   b. other evidence that supports your financial situation
3. At Principal’s discretion, parents will then be informed of their eligibility to receive assistance.

THE NEXT THREE STEPS ARE IMPLEMENTED IF PARENTS DON’T ATTEMPT TO FINALISE THEIR SCHOOL FEE ACCOUNT THROUGH OPTION A. or B. listed above BY THE DUE DATE.

3. School Fees overdue - Parents receive a reminder letter and a new due date.
4. School Fees that are not finalized after reminder letter - parents receive another letter requesting an interview with the Principal.
5. Debt Collectors - if families continue to not pay fees in full by the due date, without making regular payments to reduce their debt as agreed to with the Principal, then their account will be referred to the Debt Collectors. This applies also to families who leave the school with a School Fee debt.

Please note that current families who have debt from previous years will have their overdue debt referred to the Debt Collectors if the appropriate steps are not taken.
PLEASE CONTACT THE SCHOOL OFFICE
OR
VISIT OUR SCHOOL WEBSITE

www.sspstwb.catholic.edu.au
IF YOU REQUIRE FURTHER INFORMATION