



St William's School
GROVELY
In God's Hand

*St William's
Primary School
Handbook
2012*

St William's Primary School
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St William's School Vision

The St William's School Community believes in the dignity and worth of each individual. We journey in partnership to affirm, nurture and develop the potential of all in our community.

In recognising the uniqueness of each individual we promote a caring, challenging, safe, Christian environment in which all are empowered through the skills acquired and the experiences offered to find the freedom known by those who confidently walk with God.

*We live in the knowledge that we are always
in God's Hand.*

*To act justly ...
To love tenderly and ...
To walk humbly with your God.*

Micah 6:8

St William's School Mission

At St William's School we pride ourselves on child centred education. We strive for excellence in teaching and learning, and parents and staff are committed to a holistic development of all individuals.

Therefore our Mission commits us to the following beliefs:

- ***We believe in providing a holistic Catholic education.***
- ***We believe in providing quality teaching/learning experiences.***
- ***We believe in developing happy, disciplined and well-balanced children.***

St William's School

Charism

A Catholic Christian school derives its identity and culture from its Catholic Christian character, from its charism. The word charism, in the tradition of the Church, refers to spiritual gifts used for the service of the whole community. A central influence on the charism of any school is the person of Jesus Christ.

St William's School draws inspiration and direction from the stories of our founding religious congregation, the Sisters of the Good Samaritan. The Good Samaritan Sisters are an Australian Congregation founded in 1857 by Archbishop Polding, an English Benedictine monk and the first Bishop of Australia. Central to the life and work of the Good Samaritan Sisters is the Benedictine tradition with its emphasis on maintaining a balance between prayer, work and leisure.

The lesson of the Good Samaritan parable and the influence of the Benedictine spirit provide our particular inspiration. We endeavour to imitate the Benedictine practice described by Joan Chittister OSB:

*Everyone is received as Christ.
Everyone receives a warm answer, on the phone, at the door, in the office.
Every guest is received with the same warmth and the same care,
the same dignity and the same attention.*

Benedictine Values

<i>Stability</i>	<i>Prayer</i>	<i>Compassion</i>
<i>Conversion</i>	<i>Hospitality</i>	<i>Humility</i>
<i>Community</i>	<i>Work</i>	<i>Obedience</i>
	<i>Peace</i>	

Taken from "Guidelines for the Religious Life of the School" and
<http://www.goodsams.org.au/html/spirituality/spirituality.htm> [Accessed 6 Sept 2010]

Who was St William?

June 25

St William of Vercelli (1085 – 1142)

Abbot, Founder of Hermits of Monte Vergine

Although he was of noble parentage, William was orphaned in infancy and cared for by a relative. As a youth he began a pilgrimage to Compostella in Spain. He later returned to Italy and spent several years as a hermit at Monte Solicoli. He was only 21 when he restored sight to a blind man. His name grew as a 'wonder worker', and he withdrew from the monastic settlement and joined his friend, St John Matera. His spiritual life and disciplines as a hermit drew many to that penitential life-style, and he formed a community in 1124. The Hermits of Monte Vergine were an austere foundation and Abbot William was criticised for the strict rules and lifestyle imposed on clergy and laity. William and John later started communities of hermits at Monte Laceno in Apulia, Monte Cognato, Conza, Guglietto and Saleras. St William of Vercelli later became the advisor of King Roger of Naples, who was also a benefactor of the numerous religious establishments in Italy.

Prayer to St William

*God, who loves and cares for all,
guide us this day so that we may grow in
wisdom, respect and love.*

*Please bless all of us here at St William's,
our family and friends and those who
have gone before us.*

*Especially, we pray for (our personal intentions).
St William, pray for us.*

*We ask this in the name of the Father
and of the Son and of the Holy Spirit.
Amen.*



FROM OUR PARISH PRIEST

Dear Parents and Caregivers,

You have chosen well in enrolling your child at St William's School.

Since the 1880s when the Catholic Church in Australia embarked on a unique, risk taking commitment to provide a Catholic Education for every Catholic child, the school has been central to each parish's mission. In fact every Catholic parish followed the same pattern for its establishment of missionary resources. The four components of every parish were the church, the presbytery, the school and the convent.

While the educational component of schools has appropriately been passed from the religious sisters and brothers to lay teachers and lay providers of education, the two primary planks of parish life remain critical to the Catholic Church in Australia – the church and the school. The school without the Parish and its other Catholic resources of sacraments, prayer, liturgy and communal life and community engagement is education without a context or a validating home.

Our local Church is shaped by the vision of the Archdiocese of Brisbane. There are three key words that give everything we do as a Catholic people focussed direction: Jesus, Communion, Mission. The Good News of Jesus, His Way and Life is central to all we seek to do. Building community is the necessary ingredient on which all our relationships are founded. Everything Catholic needs be outward directed in mission, to love as Jesus loved – to be Good News and tell Good News.

As 2012 begins our Archdiocese will look to new leadership as Archbishop Bathersby retires and our St William's school will experience fresh leadership as our Principal, Mrs Janet Smith, moves to a new school. We welcome a new principal knowing this fine school is firmly established with a great spirit, excellent programs and ready for leadership transition.

You have chosen well at St William's. Thousands have had young minds, hearts, bodies and spirits formed through this mighty parish school for 55 years. The school has marvellous resources in buildings and grounds that ever delight the new arrival. In this last year, courtesy of the Federal Government BER Stimulus Package, the fine Saint Mary MacKillop Centre and new enlarged library are in place. Many parents avail of the fairly new Outside School Hours Care facility – the very best in the city.

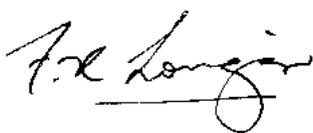
I am delighted in the commitment, resourcefulness and high standard of educational competence of our teaching staff. These women and men have every gift enabling them to build on the momentum of our history in Catholic education. They possess the energy, skills and faith to lead us into the future. I have never met a more dedicated team of professionals as staff our school, as in this current period. We are fortunate indeed! As one who lives on site I see many teachers here working long hours until dark and at weekends.

Children are encouraged to participate in the wider life of the parish community; liturgy at the Church, celebration of class Masses and special days throughout the year. Our parish commitment to excellence in learning for every parishioner, adult and child, supports the best integration of parish, community and school life. You will find another fifty groups and ways of sharing in the wider community of the Parish.

I encourage all parents and caregivers to participate in the life of St William's School and the parish and enjoy the benefits for their children and families.

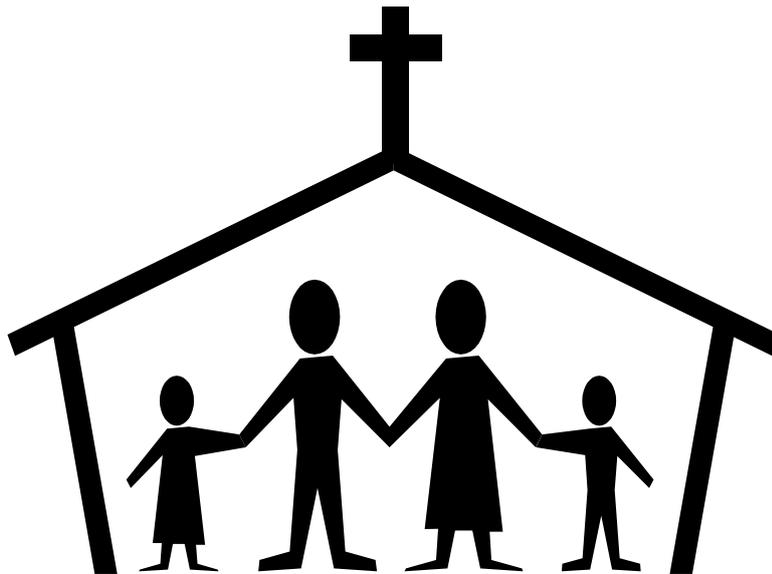
Wishing you God's richest blessings, I am

Yours sincerely



*Fr Frank Lourigan
Parish Priest*

HOME / SCHOOL / CHURCH PARTNERSHIP



It has long been accepted policy of Catholic education that parents are the prime educators of their children, a process which begins from birth. It is especially in those first five years that a child's formation for the future is given a solid basis.

This process of growth must continue, obviously, through the child's life. It is important therefore, that parents continue their developing role with their children. Particularly in the area of religious education there should be real and practical co-operation between parents, school and parish.

St William's School is part of the ever-developing parish of St William's, Grovely. The parents, children and teachers are part of this parish family and are encouraged to be active parish members, as far as possible. Above all, is the attendance of Catholic families at Sunday Mass which is the centre and source of all Catholic life. There are many organisations, groups and committees active in the parish. The involvement of you and your family is welcome, ensuring the growth of Christ's Kingdom in our area.

St William's is a Catholic school which is part of the mission of St William's Parish administered in conjunction with the Brisbane Catholic Education Office.

Your Parish Priest

Part of his work concerns the administration of the parish, which includes the school. To this end he works in co-operation with the principal who has responsibility for the running of the school. He is available to teachers and children, especially in matters spiritual. He is also available to parents in any need they may feel.

A WELCOME FROM THE STAFF

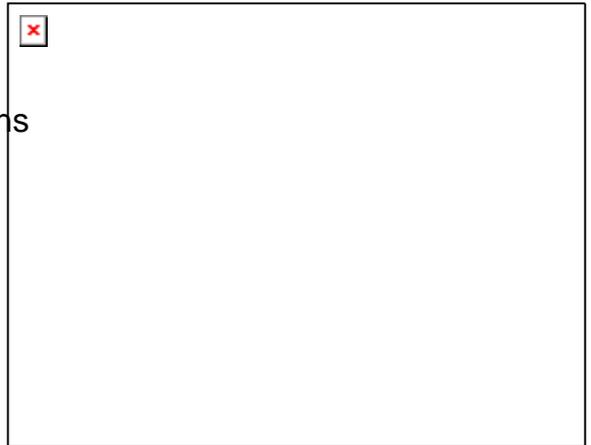
We, the teachers and support staff, thank you for allowing us to share with you the privilege of educating your child. You must surely treat this task as one of the most demanding, yet very rewarding, duties of parenthood. For our part, we know that what the child learns at school is largely dependent on what the child has learnt and is learning at home. For this reason we would hope to have as close an association as possible among staff and parents. This collaboration is essential for education to be effective.

We believe that children learn more readily when accepted by a group that is ready to share and show true kindness to one another, in all – a Christian community. This is why we work to build a school community consisting of parents, staff, the clergy and the children of the parish.

Because you have chosen to enrol your child at a Catholic school, you must have certain expectations regarding both the religious instruction given and the attitudes and values witnessed in the school community.

Research has shown that this is optimum where home and school are one in attitude and expectations. Where there is variance between teachings and expectations of home and school, the child tends to reject both standards and adopts an amoral attitude.

A realistic look at the twenty-first century child reveals that while they have material advantages and comforts enjoyed by no previous generation of children, this can be a disadvantage. One fears that the deep and lasting values of the Spirit could be treated with indifference by the desire to live at the comfort level. The Christian values of love and reverence of the Creator, concern for the welfare of others rather than demanding service, unselfishness, honesty, the importance of truth, the love of beauty, tenacity of purpose in pursuing high ideals, and the virtue of doing one's best to achieve a goal, all need to be instilled in both home and school.



BUILDING NAMES

The opening of St William's School (then called St Philomena's) on 4 February 1957 marked the beginning of a new chapter in the rich history of the Mitchelton/Grovely Parish. We acknowledge some of the people whose vision has helped shape our story through the names chosen for several of our school buildings and gathering spaces.

<i>Name of Building</i>	<i>Origin of Name</i>	<i>Current Use</i>
Clare Burke Building	First religious principal	Administration and staff room
Fr George Nugent Wing	Priest who bought the land	Activity rooms
Duhig Centre of Learning	Archbishop Sir James Duhig was involved in selecting the site for St. William's school.	Library/resource
Tom Doolan Wing	First lay principal	Senior classes
Peg Nugent Precinct	Family who owned the current school land	Undercover/ PE area
Jack Eales Place	Past lay principal	Play area beside the library
Frank Hennessy Courts	Past lay principal	Netball/Tennis courts
John Eales Oval	Past student and ex-Australian Wallaby Captain	Oval
Sherelle's Place	Past student and staff member who died in 2010	Quidditch room and under library
Sophia Place	First infants teacher was Sr Marie Sophie; St Sophia vision, patience and wisdom	Early years classrooms
St Mary MacKillop Centre	Australia's first saint	Performing Arts Centre
Penola Place	Mary MacKillop journeyed to Penola in South Australia to begin a teaching ministry	Under St Mary MacKillop Centre
Samaritan Way	Founding order of nuns	School walkway entrance
Polding Place	Australia's first Catholic Archbishop, John Bede Polding who founded the Good Samaritan order of nuns	Quadrangle
Acacia	Australian native flora and fauna	Activity room
Barrambin	Pronounced bar-ram-bin. Means camp/meeting place	Early years classroom
Kurambabin	Pronounced ka-ram-bah-bin. Means good place/place of good	Early years classrooms
Banksia	Australian native flora and fauna	Middle year classrooms

RELATIONSHIPS AND COMMUNICATION POLICY

Definition

Relationships are formed and communication practised by attitude of mind, heart and spirit, in dealing with one another, bringing with them the style of God's love revealed in Jesus Christ empowered by the Holy Spirit.

Rationale

St William's School is committed to live by the teachings of Jesus Christ. It seeks to build a school community of persons from parish, parents, carers, staff and children. It recognises that all learning for life includes healthy ways of relating with all people. Good skills in relationship set the tone for acceptance and appreciation, help personal growth in self esteem and confidence, create an environment of trust, friendship and delight in one another's living, learning and achievements. The style of relationships fostered at St William's will promote open, honest communication enabling the fullest participation and valuing of each person's gifts from the youngest to the most senior. The spirit, tone and environment of St William's School will be tangibly experienced in the manner in which each member of the school community relates to one another.

Values

Dignity and Justice	Love	Religious and moral learning / reflecting / practice
	Care	Pastoral Care Processes and Program
	Dignity of persons	Affirmation, correction, boundaries, bullying behaviour resolution / teaching and learning
	Self esteem	Assertiveness, conflict resolution, personal development, problem solving, leadership
	Respect for others	All persons including those marginalised by social circumstances
	Honesty	Truthfulness, moral behaviour and openness
	Listening	Attending to content and feelings of others
Catholic Christian Community	Trust	Developing faith: bringing reflection to experience of life or failure
	Prayer	Communication with the God of love and source of all life Visit church, prayer during day, prayer about life
	Compassion	Service: school and community – care for those in need
	Celebration	Ritual moments of personal and communal achievement Liturgy school / class
Catholic	Reconciliation	Forgiveness, discipline

Christian Tradition	Being Church	Belonging to a community of faith: link to parish, diocese, universal church
Collaboration and Subsidiarity	Co-operation	Development structures and processes for effective full participation in decisions, life and practices of the school
	Sharing	Information exchange – newsletters, web sites, meetings Parent involvement in P & F
Stewardship	Link to World	Local and wider community – organisations, civil leaders, other schools – sporting and cultural shared experiences: healthy competition
	Inclusiveness	Respecting all differences

Policy

St William's School is committed to forming effective attitudes, behaviours and skills, beliefs and practices among students, parents, carers and staff for ongoing growth in life giving relationships. All in the school community are committed to developing effective means of personal and social communication.

Consequences

School Vision	Class Vision
Staff Vision	Playground Vision

Procedures

- Camps and excursions
- Celebration and prayer
- Class Captains
- Class procedures
- Enrolment procedure
- Grievance procedures: staff / students / parents and carers
- Health notices
- Parent/Carer Code of Conduct
- Parental involvement
- Pastoral Care
- Pastoral Parents
- Playground procedures
- Protocol for addressing concerns
- Reporting to parents: written reports and meeting
- Staff induction
- Student Code of Conduct
- Student Leadership
- Volunteer Code of Conduct
- Working with children – Positive notice for working with children

LEARNING AND TEACHING POLICY

Definition

Learning is life-long, life-giving and engages the whole person in acquiring knowledge, skills and attitudes of heart, mind and spirit that equip him/her for the process of living. Teaching is managing the process of engaging the human person in learning through a partnership with the home, school and wider community.

Rationale

St William's School embraces the Catholic Education Vision to teach, challenge and transform. We promote faith in Jesus Christ, learning and teaching about Jesus, the gospel and the faith of the Catholic Christian community. We challenge those we educate to live in communion with God, others and the whole of creation. We educate for a transformed world in communion, by nurturing the gifts and potential of each person.

Ref: Strategic Renewal Framework 2012-2016

Values

In the spirit of the St William's Vision and Mission Statements we value:

- Our Catholic Christian tradition
- Dignity and justice for all
- Catholic Christian community
- Search for truth
- Collaboration and subsidiarity
- Creativity
- Stewardship
- A mutual accountability

Policy

St William's School is committed to inclusive and holistic education for our community of learners. We provide high quality learning and teaching opportunities under the guidance of Brisbane Catholic Education (BCE). We are guided by the formal curriculum outlined by the Australian Curriculum, Assessment and Reporting Authority (ACARA) and, during the transition to a fully national curriculum, the Queensland Studies Authority (QSA) Syllabus Documents continue to guide teaching and learning across some learning areas. The Religious Education Curriculum is formed by BCE and is currently being revised to align with the national curriculum. We will continue to engage with the learning areas outlined by ACARA as each national learning area is introduced.

Procedures

- Academic competitions
- ACARA
- Active After School program
- Arts
- Assessment, testing & reporting
- Behaviour teaching & learning
- Differentiation
- ESL
- Excursions / camps
- Extra-curricular activities
- Faith education
- General Capabilities
- Gross Curriculum Priorities
- Homework
- Incursions
- KLAS / LAs
- Learning Support
- Library-Resource Centre
- LOTE
- Parent Forums
- Personal Development
- QSA
- Resourcing
- Sport
- Sporting competitions
- Staff professional development
- Student Leadership
- Support-a-reader / Multi-Lit
- Teacher Aides
- ICLTs
- Transition - OSHC & Secondary
- Work programs
- NAPLAN Testing

SAFETY AND WELFARE POLICY

Definition of Safety & Welfare:

The taking of all practical steps to safeguard students, employees and visitors from accidents and potential harm and to maintain an effective, safety minded community.

Rationale:

St William's School recognises that protecting students from harm and inappropriate behaviour is fundamental to maximising their potential. For this reason the safety and welfare of the children within our school will always be of prime consideration. Safety and Welfare should not be regarded as a separate function within St William's School, but should be integrated into the day to day care of all people at every level of activity. This should be based on the Occupational Health and Safety standards and the need to comply with the Workplace Health and Safety Act (1955). It also complies with the Child Protection Act 1999.

Values:

In the spirit of the St William's School mission statement the **Safety & Welfare Policy** calls upon us to enact the following values:

- Gospel values of care, trust, and compassion
- Dignity and justice for all
- Stewardship
- Responsibility
- Respect for self and others
- Inclusivity

Policy:

St William's School is committed to promoting and securing the health, safety and welfare of all students, employees and authorised persons whilst on St William's campus and while engaging in off-campus school activities. All involved in the use of St William's School educational facilities need to show reasonable diligence in situations relating to safety and welfare for themselves and others.

Consequences:

Guidelines and procedures are in place for the following and will be reviewed as per the *Strategic Renewal Framework*.

Procedures:

- Absenteeism
- Asthma Friendly School
- Camps
- Cleaning/Care of School Environment
- Diverse Needs Plan
- Enrolment Support Plan
- Evacuations/Lock Down Procedures
- Excursions
- First Aid Training
- Head Lice
- International Students
- Nut Aware School
- Privacy and Student Protection
- Risk Assessment
- Security
- Sickness and Accidents
- Student Health Plans
- Sun Smart
- Supervision/Duty of Care (sport/playground/camps/excursions)
- Transport
- Uniforms/Dress Standards
- Volunteers & Blue Cards
- Workplace, Health & Safety

FINANCE POLICY

Definition

The management and distribution of all funds that are attributed to the school and are collected through the school community.

Rationale

St William's is a Catholic school community committed to ethical, transparent and accountable financial transactions.

Values

- Our Catholic Christian tradition
- Dignity and justice for all
- Catholic Christian community
- Search for truth
- Collaboration and subsidiarity
- Creativity
- Stewardship
- A mutual accountability

Ref: Strategic Renewal Framework 2012-2016

Policy

St William's School is committed to providing high quality learning and teaching for all children. These experiences include the use of a variety of resources, as well as camps, excursions and extra curricula activities. They must be provided within the school budget that respects the different financial positions of the families with children enrolled at St William's School.

Consequences

Guidelines and procedures are in place for the following and will be monitored by the finance committee as per the Strategic Renewal Framework.

Procedures

- | | |
|---|----------------------------|
| • Annual audit | • Maintenance |
| • BCE budgeting procedures | • Money collection |
| • Building and equipment | • Overseas students |
| • Building program | • Setting of school fees |
| • Charities | • P & F |
| • Concessions | • Professional Development |
| • Curriculum | • Purchasing procedures |
| • Donations | • Staffing |
| • Excursions | • School budget |
| • Fundraising | • Tennis Court Hire |
| • Grants – application and acquittal procedures | • Tuckshop |
| • Levies | • Uniform shop |
| | • Use of grounds |

ENROLMENT STATEMENT

1. An Application for Enrolment at St William's Primary School **must have**:
 - all Application for Enrolment details complete
 - accompanying copies of:
 - Birth Certificate
 - Sacramental Certificates, (Baptism, Eucharist / Confirmation), if applicable
 - Current School report for children enrolling in Years 2 – 7
 - Enrolment fee per application
2. When enrolling students St William's School gives priority to those who are baptised Catholic. St William's may also enrol students from other faith traditions whose families demonstrate that they share the expressed values of the school and who are willing to support and contribute to the school's vision and ethos.
3. Priority is given to:
 - Brothers or sisters of Catholic families currently enrolled at St William's Primary School.
 - The brother or sister of a student currently enrolled at St William's Primary School.
 - Catholic students from within the parish.
 - Catholic students from outside the parish.
 - Students who are not Catholic.
4. The enrolment of students requiring significant educational adjustments is the concern of the whole school as a community within the Church. *The Enrolment Application and Support Procedures for Students requiring Significant Educational Adjustments* (revised July 2006) encourages all participants in the education process to share as partners the responsibility for successful outcomes for all students. The partners in the educational process are parents, students, teachers, school leadership, inclusive education services representatives. The process seeks to reveal and clarify the characteristics of the learner and to assess the adjustments for accessing the learning and the implications of these for the school, the family and the student. Further details regarding this process are available from the school office.
5. When the number of Catholic applicants **exceeds the places available** in the school, the following criteria will be considered:
 - Catholic Church commitment (e.g. practice, sacramental program; parish involvement)
 - Commitment to Catholic Education
 - Proximity to the school
 - Parental expectations
 - Student's past record of learning and behaviour
6. Children enrolling are to meet the **necessary age requirements** for entry for each year Level:
 - Preparatory: children must turn four by 30 June the year prior to commencing Prep
 - Year 1: children must turn five by 30 June the year prior to commencing Year 1
 - Years 2-7: children will be placed in age appropriate classes.
7. All families applying for enrolments are required for an interview with the Principal / Assistant Principal **prior** to a decision on acceptance into the school being made.
8. Enrolment at St William's Primary School is at the **discretion** of the Principal.

CURRICULUM

Our aim is to develop a love of learning and to encourage life-long learners at our school. The curriculum at St William's School consists of the following Learning Areas:

- Religious Education
- The Arts
- English
- Mathematics
- Science
- Language Other Than English (LOTE)
- Health and Physical Education
- History / SOSE

Catholic schools are guided by the formal curriculum outlined by the Australian Curriculum, Assessment and Reporting Authority (ACARA) and, during the transition to a fully national curriculum, the Queensland Studies Authority (QSA) Syllabus Documents also continue to guide teaching and learning in some learning areas. The exception is our Religious Education curriculum. The Archdiocese of Brisbane determines the curriculum for Religious Education which is currently being revised to align with the national curriculum. It is mandatory that all teachers in Catholic schools be qualified to teach Religion.

These learning areas are greatly enriched by the work of specialist teachers at St William's School. Cultural literacy is enhanced through LOTE by our Italian teachers and through the Arts program, with a special emphasis on music and visual arts. The Arts is coordinated by a specialist teacher who teaches class groups as well as individual students and coaches the St William's choir. Class teachers, as well as a specialist PE teacher, teach Health and Physical Education and students in Prep to Year 3 participate weekly in a Perceptual Motor Program which enhances gross motor skill development. All classes attend library with our teacher librarian. The library has a bank of computers with internet connection which is available to students. All classrooms have interactive white boards and internet access, as well as laptops which are used by all year levels. The school is wireless for laptop usage. Our Support Teachers: Inclusive Education coordinate programs such as Multi Lit and Support a Reader which are designed to meet the individual needs and abilities of all children in our school and ensure that there is a flexible approach to curriculum.

Happy, well-adjusted students with high levels of self-esteem make good learners, therefore pastoral care programs are an important part of the Catholic curriculum at St William's. We are a caring community ready to support children and their families.

ITALIAN (LOTE)

Italian at St William's School commences in the Prep years and continues through to year 7. These eight years of Italian learning provide a solid base for the study of the language, its function, structure and connectedness to our own language. As well, it provides opportunities for the children to develop an understanding of another culture and to reflect on the differences and similarities that create global connectivity.

Students in Prep and year one have 0.5 hours per week, years 2-5 have 1 hour and years 6 and 7 have 1.5 hours of Italian instruction per week. Activities combine listening, speaking, reading and writing which have their focus in everyday situations. New parents and old have the opportunity to have a "taste" of Italy at Prep Open Day where classes present poems and songs.

RELIGION

Religious Education consists of two distinct but complementary dimensions, namely an educational dimension and a faith formation dimension. The first dimension, most commonly referred to as the classroom teaching and learning of religion, is focused on Religious Education as an educational activity. It utilises a range of teaching and learning processes and resources. The second dimension, faith formation, is reflected in the religious life of the school, family and parish. The Guidelines acknowledge that the educational dimension and the faith formation dimension are inextricably linked. The classroom teaching of religion is one element in a complex web of experiences that have the potential to nurture the faith life of young people.

Religious Education aims to ‘develop students’ religious literacy in the light of the Catholic tradition, so that they may participate critically and effectively in the life of their faith communities and wider society.’ (*A Syllabus for Religious Education for Catholic Schools, p 18*) This aim promotes the development of knowledge, skills and values which students need to participate as active lifelong learners within church and community contexts. Students are actively involved in constructing understandings of the Catholic tradition as well as acknowledging other religious traditions, the nature of religion and its place in life and Australian society. This key learning area has been organised into four strands: Scripture; Beliefs; Celebration and Prayer; Morality. Through these strands students engage with outcomes that describe understandings of the knowledge, skills, technologies and processes specific to Religious Education.

Teaching people to be religious, the second dimension referred to above, is identified with the religious life of the school and is a faith development activity focused on nurturing the religious, spiritual and faith growth of students. These Guidelines provide four Components for the faith development of students in the religious life of a school: *Religious Identity and Culture, Evangelisation and Faith Formation, Prayer and Worship and Social Action and Justice*. Beyond the school, the family, parish and local community also nourish and develop the faith of students.



PARISH SACRAMENTAL PROGRAM

Faith is primarily nurtured in the family. The parish community desires to assist parents with their children's faith development. The parish has a particular role in providing resources, support and encouragement for families in the immediate preparation of children for the sacraments.

Parents participate actively in their child's sacramental preparation. Parents are intimately involved in their children's lives and it is in the home where they live love, forgiveness, faith and hope. These experiences form the basis for all sacramental preparation. The immediate preparation in the months before the celebration is an opportunity for faith to be shared in the family. In previous times the school took care of this preparation. The church recognises that parents are best qualified to decide their child's readiness and participate in the process of preparation.

The sacramental preparation is co-ordinated through the parish office by the Sacramental Co-ordinator. A team of parents assists this co-ordinator with planning, at the parent meetings and arranging the celebrations which are held in the parish. Resources and assistance are provided for parents of children from both parish schools and all the other schools in the geographical area.

Commencement of sacramental preparation programs will be advertised in school and parish newsletters.

Please consider carefully the seriousness and commitment involved in the preparation of your child to live as a fully initiated member of the church.

When are the Sacraments celebrated?



First Reconciliation from around 7-8 years (usually Year 2). This is a communal rite that is celebrated in the second half of the year.

Confirmation and First Communion from around 8-9 years, (about Year 3), celebrated in the one ceremony, shortly after Easter.

First Rite Reconciliation from 10-11 years (about Year 6). Retreats and individual rite are held during Lent.

Older children of course are also eligible.

PASTORAL CARE

We are a community which puts faith into action through respect, compassion and acceptance. We have a commitment to supportive relationships within the St William's community and beyond. St William's employs a Pastoral Care Officer whose role it is to support the social education programs that are undertaken across all year levels.

DEFENCE SCHOOL TRANSITION AIDE

St William's has a Defence School Transition Aide who provides support to children of Australian Defence Force (ADF) members and their families, particularly during their transition into and out of the school on posting, or during parental absences due to deployment, exercises or courses.

BEHAVIOUR TEACHING AND LEARNING

St William's behaviour teaching and learning is based on *Mindfields of Behaviour*. The school has established a playground vision and each class establishes its own class vision. Students who display behaviour outside this vision are moved through four steps. Parents are notified by letter and/or phone call if a child is put on Step 4.

- Social skills programs are taught in all year levels.
- Regular class meetings are held to discuss any behavioural issues and appropriate solutions to student problems.
- Bullying and harassment are behaviours which are not tolerated.
- Our student leadership program is part of our social development program.
- Home and school must work in partnership to inculcate in the child a Christian respect for themselves, for others, for authority and for the property of others.

Good manners govern good behaviour. The foundations of good manners are laid at home and the school will reinforce these foundations. The children should be aware that their behaviour reflects on their family, school community, but most of all themselves.

ST WILLIAM'S SCHOOL NON NEGOTIABLES

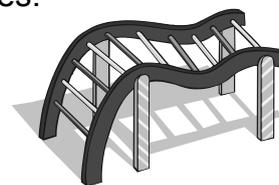
1. Wear St William's School uniform with pride.
2. Communicate respectfully.
3. Care for self, others and environment.
4. Right time, right place, right task.
5. Hands, feet and objects to self.

PLAYGROUND VISION



At St William's we play respectfully and by the rules.

We play safely and have fun.



CLASS VISIONS

Each class at St William's school has a class vision. These are written as a whole class so that all students have ownership of the etiquette and expectations of their peers and teacher.

SOCIAL EDUCATION PROGRAM

You Can Do It! / Program Achieve education is a school-home-community approach to helping young people achieve to the best of their ability and experience positive social-emotional well-being. There are five foundations for achievement and social-emotional well-being.

Confidence feeling you can do it. It means not being afraid to make mistakes or try something new.

Persistence means trying hard and not giving up when something feels like it is too difficult to do.

Getting along means working well with staff and classmates, solving problems without getting angry and following the rules of the classroom and playground.

Organisation means setting a goal to do the best in your school work, planning your time so that you are not rushed, having all your supplies ready and keeping track of when your assignments are due.

Resilience is being able to bounce back when something bad happens. Resilience means being aware of one's feelings and knowing how to stop getting too angry, down or worried when something bad happens.

Program Achieve Habits of Mind

Confidence

Being independent
Taking risks
Accepting myself

'Connie Confidence'



Persistence

Working tough
Giving effort
I can do it

'Pete Persistence'



Getting Along

Social responsibility
Being tolerant of others
Playing by the rules
Thinking first

'Gabby Get Along'



Organisation

Planning my time
Setting goals

'Oscar Organisation'



Resilience

Controlling my behaviour
Calming myself
Moving forward

'Ricky Resilience'



STUDENT CODE OF CONDUCT

This Code of Conduct applies to all students enrolled within Brisbane Catholic Education.

Brisbane Catholic Education schools have as a guiding principle the pastoral care of all within their community and those with whom they interface. In particular, this applies to our students. Brisbane Catholic Education continually strives to be a place of quality teaching and learning.

Student Rights

Each student has the right to:

- Be provided with good teaching within an appropriate curriculum.
- Work and play without interference from others.
- Feel safe and be protected from ridicule, harassment and harm.
- Be treated with care, courtesy, respect and fairness.
- Be given guidance, help and support when required.

Student Responsibilities

Each student is expected to:

- Be fully informed about school rules and consequences of misbehaviour.
- Make proper use of the learning opportunities provided.
- Respect the rights, (above), of other students.
- Be co-operative and respectful towards all staff.
- Take proper care of all school resources and facilities.
- Present a positive image of the school to the public.
- Act in a lawful manner at all times.

Student Rules

The following are fundamental student rules:

- Students must obey all reasonable instructions from staff.
- Students must behave in a way which is non-disruptive and safe.
- Students must not physically or verbally abuse others.
- Students must be in attendance throughout all classes, unless formally excused.
- Students must respect the property of the school and of other students.
- Students must obey the school uniform and dress codes.

In Public

To and from school

- Students should always remember that they represent the School when travelling to and from the school and often this is the only contact the community has with the School.
- Full school uniform should be worn well, with pride and respect whilst travelling to and from school.
- Students are to travel directly to and from school. They are not permitted to congregate at shops or shopping centres waiting for friends.
- When leaving the School in the afternoon students are to present to supervising teachers at their pick-up area.

Using Transport

- Students should wait in the bus assembly area until their bus line is called by the supervising teacher.

- Upon hearing this call they may move in an orderly manner to the bus boarding area.
- Following the teacher's instructions students should enter buses in an orderly manner. Students should allow the public to enter and be seated first.
- When catching trains students must observe station rules.

Being picked up by a Parent

- When parents and / or guardians are picking up students they are requested to drop and collect their children at the designated areas.

Cyclists

- All cyclists must dismount on school grounds.
- All cyclists must wear safety helmets while travelling to and from the School. This is the law.
- Once at the school, bicycles should be stored in the designated area, and are out of bounds to all students including their owners until the end of the day.

Any breaches of this Code of Conduct will be dealt with by the school principal in the first instance and appropriate authorities will be contacted if necessary.

SCOOTERS

Students wishing to ride scooters to school need to complete and sign an 'Acceptable Use Agreement'. Any breach of this agreement will result in the cancellation of the agreement and the student will be banned from riding a scooter to and from school.

ACTIVE SCHOOL TRAVEL

St William's School is a member of the Brisbane City Council Active School Travel Program. The main objective of the program is to reduce traffic flow around schools. St William's School sits on a major thoroughfare, Dawson Parade, thus we actively promote keeping vehicles away from the school. Every Thursday we encourage all children to actively travel to school by:

1. Walking.
2. Parking and striding
3. Riding a bike or a scooter
4. Carpooling

There are incentives offered to encourage participation. Please be part of this worthwhile program by participating in the active travelling to school. We have a parent/staff committee which meets monthly. Let the school office know if you are interested in joining the committee.

STUDENT PRACTICES AT ST WILLIAM'S

Students must:

- Wear a hat to and from school and at all times outside the classroom
- Sit and eat lunch in designated areas.
- Stay in the designated playground area during recess and lunch breaks.
- Not arrive before 8:00am
- Not play in the school grounds after school or at weekends.

PLAYGROUND EQUIPMENT

There are stands of playground equipment in the school grounds. These are for different age groups and **only** used at designated playtimes. Outside School Hours Care uses the **equipment so it is out of bounds for all children before and after school** unless booked with the Outside School Hours Care program. Please respect this rule as it is part of compliance with government regulations.

Toys and electronic games and equipment are not to be brought to school for play.

HOMEWORK

Homework is a part of the school routine. The expectations are outlined by the classroom teacher working within the guidelines set out in the St William's School Homework Statement.

St William's School Homework Statement Definition

The definition of homework is any task set by class teachers to be done outside school hours.

Successful practices

The aim of homework is to improve student learning outcomes. At each stage of schooling at St William's School, students will be engaged in homework practices that are developmentally appropriate. The homework practices that are appropriate for students as they grow and develop are outlined below.

In the Early Years homework will be:

- Purposeful, relevant, engaging
- Literacy based
- Connected to the curriculum
- Self-explanatory
- Interactive in nature and encourage parental involvement
- Targeted to the students' developmental stage

In the Middle Years and Upper Primary Years homework will be:

- Literacy and numeracy based
- Practice and consolidation of class work rather than new learning
- Encourage self-monitoring by students through the use of diaries or homework grids
- Purposeful, relevant, engaging and aimed at developing life skills
- Connected to the curriculum
- Self-explanatory
- Encourage interaction with parents and the community

Types of Homework

At St William's School, we recognise that the effectiveness of homework in improving student learning is directly related to the type of homework students are engaged in. Students will be involved in engaging, purposeful and relevant homework tasks that include, but are not limited to, the following:

- Real life maths tasks
- Homework grids
- Housework and shopping
- Active experiences/physical activity
- Meditation/spiritual/relaxation activities

- Reading tasks
- Being read to by another member of the family
- Art and craft
- Teaching parents something taught at school
- Playing a game with an adult
- Cultural/musical activities
- Using a computer for work

Time allocations

While research indicates that homework increases student learning outcomes, too much homework has the opposite effect. The times recommended below are developmentally appropriate for students.

- Generally in Prep, students will not be set homework apart from quality reading time with parents and carers at least once per day.
- In Yrs 1- 3 homework need not exceed 20 - 30 minutes per night of quality engaged time including reading time.
- In Yrs 4 - 5 homework need not exceed 30 - 40 minutes per night of quality engaged time including reading time.
- In Yrs 6 - 7 homework need not exceed 45 - 60 minutes per night of quality engaged time including reading time.

Homework is not to be completed all at once. It is to be completed in small blocks of time over the week. This may include weekends. If homework seems excessive (i.e. taking too long), talk to your child's teacher as soon as possible.

The Role of Teachers, Parents/Carers and Students

Teachers, parents/carers and students all play an important role in making homework an effective, engaging and relevant experience for students. St William's School recognises the many demands on modern families however homework is more effective when parents/carers are informed, interested and interact with children about their homework.

It is expected teachers will:

- Follow-up homework by marking and returning within a reasonable timeframe, provide feedback and acknowledge effort.
- Set homework expectations with clear instructions.
- Use homework grids to teach students' self-monitoring of homework
- Respond to the exceptional circumstances of some students
- Teachers will follow up incomplete homework by contacting parents/carers of students.

Parents and carers are encouraged to:

- Establish a regular space for the completion of homework that includes access to pencils, rubbers and other stationery items
- Supervise homework through interactions with their child about the homework. If a child does not understand the set homework, it is advisable to contact the class teacher.

Students are expected to:

- Attempt homework to the best of their ability.
- Return completed task to the teacher.
- Communicate regularly about homework with parents/carers and teachers.
- Learn to take responsibility for the time management and organisation of homework.

RESOURCE CENTRE (Library)

www.stwilliamsgrovely.qld.edu.au/classes/resource.htm

Resource Centre Vision

The St William's School Resource Centre believes in developing the potential of all individuals in our community. We believe in fostering a love of reading and literature and empowering lifelong learners through quality, holistic literacy experiences.

Resource Centre Mission

In response to the vision, the St William's Resource Centre endeavours to provide:

- students and staff with quality, current print resources to support teaching and learning
- access to relevant and current information communication learning technologies including online resources
- the opportunity for all students to grow in their understanding and appreciation of literature
- a dynamic and holistic information literacy program that is student centred and incorporates research skills and internet safety
- an accessible and flexible learning environment

Library Program

The library program responds to the needs of students. As part of their library borrowing lesson students in Prep to Year 7 are given the opportunity to listen and respond to a wide selection of literature and non-fiction books. Students are given the opportunity to learn how to locate and select resources from the library and become familiar with the fiction and non-fiction sections.

Students in Years 2 – 7 participate in more formal resource centre rotations which may incorporate the *Literature Circles* program and various information literacy skill activities such as online research and internet safety. For more information on these rotations please see the St William's Resource Centre website below.

Information communication learning technologies are incorporated wherever applicable.

St William's School Resource Centre Website

<http://libraryf.bne.catholic.edu.au/oliver/libraryHome.do>

Oliver is the school's library management system that is used across Brisbane Catholic Education primary schools. The St William's Resource Centre catalogue is online and can be accessed at school or home. Students do not require a username or password to search the catalogue. *Olly* is the junior version aimed at Years 3 and 4, *Oliver* is our advanced version aimed at Year 5 and above. This site has regular updates of current events in the St William's Resource Centre.

Borrowing Procedures

Students are given the opportunity to borrow every week in class time and independently during first break five days a week. Students in Prep and Year 1 can borrow their book for one week. Students in Years 2 – 7 can borrow their books for two weeks. Please see the school website for details on borrowing limits. Students require a waterproof bag for borrowing.

The resource centre does not charge fines for overdue books; however borrowing is restricted until any overdue book is returned. Reminder notices will be issued. For any

prolonged overdue, lost or damaged books, a letter will be sent home and students' borrowing privileges will be suspended until the book is returned, replaced or payment made to cover the cost of the book.

Volunteers play an important role in the functioning of the resource centre and are warmly welcomed.

TECHNOLOGY

Increasingly Information and Communication Technology (ICT) permeates every area of our society and lives. Students need to be equipped with the necessary knowledge and skills to use ICT to support contemporary learning and living.

Technology describes:

- the creative processes used to develop products
- the products-created through these processes
- the 'know-how' related to these processes and products
- the tools and equipment used

Australian Curriculum

Information and Communication Technology is set as a general capability across the Australian Curriculum. Students will be engaged with ICT across all learning areas of the Australian Curriculum.

The rationale for ICT as a general capability states:

An important outcome of schooling is the competence students develop in using ICT for tasks associated with information access and management, problem-solving, decision-making, communicating, creative expression, and empirical reasoning.

<http://www.australiancurriculum.edu.au/GeneralCapabilities/Information-and-communication-technology-competence>

Technology at St William's

RATIONALE

In partnership with parents/carers, students will be empowered to become digital citizens through the development of knowledge and skills to use and apply information communication technologies in real life tasks. These tasks include accessing and organising information, problem-solving, decision-making, communicating, creating and reasoning.

There are both benefits and challenges in the use of information technology, especially in online environments. As part of the home/school partnership we need parents/carers to foster an ICT environment outside of school that relies on parental permission and supervision of students' ICT use.

STATEMENT

At St William's students are expected to follow these non negotiables whilst using technology:

- ✓ *Communicate respectfully*
- ✓ *Care for self, others and environment*
- ✓ *Right time, right place, right task.*

This statement applies from Prep to Year 7. Students from Years 2 to 7 are asked to sign the statement at the beginning of each school year to demonstrate an awareness of the expectations of ICT use. Parents/ Carers are asked to sign this statement upon enrolling a student at the school. This statement aligns with the St William's School *Non Negotiables* statement.

Technology is a major focus at St William's School. The school has an Information Communication Learning Technologies committee and a Computer Technician on staff to assist in the planning, implementation and maintenance of our Technology Program.

The children of St William's School are provided with every opportunity to experience 'technology' in all its forms. They are assisted to develop the skills necessary to meet the demands of the present and future.

Each classroom has a computer and the children also have access to a bank of laptops. We continually upgrade our 'software' and the children are able to work with a variety of programs which develop thinking skills. The 'Internet' can be accessed in the Resource Centre Cybrary and in every classroom by wireless or cable connection. The Cybrary has a bank of 15 computers and an interactive whiteboard. All classrooms have interactive whiteboards, access to digital cameras and video equipment which enhances the learning and teaching environment.

St William's School takes a whole school approach to digital citizenship. Students from Prep to Year 3 are introduced to aspects of digital citizenship such as online safety and security as the needs of the students arise. Students in Years 4-7 more formally participate in programs for digital citizenship including the themes of online content, online safety and security, and communication and publishing which incorporates digital law. Lessons from Prep to Year 7 draw on activities and resources endorsed by the Australian Government through NetAlert, Australia's Internet Safety Advisory body. These programs include *Hettie's World* and *Cyberquoll*. For further information visit <https://www.cybersmart.gov.au>



MUSIC PROGRAM

In keeping with the holistic education philosophy at St William's School, the school offers a wide range of cultural activities. Each class is actively involved with the school music program on a weekly basis, which includes classroom music, choir, recorder and guitar for the older children. Children also experience a wide range of cultural activities from visiting local and international artists. Additionally, private and group lessons for piano, keyboard, organ, violin, guitar, flute and other instruments as required, can be arranged.

INSTRUMENTAL PROGRAM

Specialist music teachers visit the school. These lessons are held during school hours and paid for by parents/carers as an extra curricula activity. St William's has an instrumental music program which includes a school band. Instruments such as strings, trumpet, trombone, saxophone, flute, clarinet, drums and guitar are offered in this program.

Instruments are available for hire.

COMPETITIONS

Opportunities arise for children to participate in a variety of academic competitions and activities. Sometimes there is an additional cost.

SUPPORT TEACHER - INCLUSIVE EDUCATION

St William's School has a team of Support Teachers working in collaborative partnerships with class teachers, school officers, parents and other professionals to enhance the educational outcomes for all students. They support classroom teachers in their implementation of differentiated curriculum and inclusive practices that cater for learners with diverse and/or individual learning needs. Support teachers are also involved with developing, implementing and evaluating programs, resources and assessment for literacy and numeracy.

St William's School is fortunate to have a team of Support Teachers working in the school community to support, encourage and challenge the children, the teachers and the parents and to develop programs to meet the needs of all students. The support process occurs in two ways –

Direct Support

Appropriate assessment, planning, implementation and evaluation of programs for students individually, in groups or in class settings in co-operation with teachers, school officers, parents and children.

Indirect Support

Consultancy with relevant school personnel, parents, Educational Support team members and other agencies.

Parents are always welcome to make an appointment with the Support Teachers who are then able to schedule adequate time to discuss any needs or concerns of the parent/carer.

GUIDANCE COUNSELLOR

Role of the Guidance Counsellor

Guidance Counsellors work collaboratively to promote and foster the development and mental health of all students in partnership with school communities. The Guidance Counsellor acknowledges, and attempts to be responsive to, the diverse needs of the Catholic School, which is a complex community of teachers, learners and their families.

Guidance Counsellors work with children, caregivers and staff via a referral process to help determine, among other things, students' academic strengths and weaknesses, their social, emotional and behavioural development, and educational needs.

Guidance Counsellors have a range of responsibilities within schools, including:

- consulting with teachers and caregivers about referrals
- psycho-educational assessments and report writing
- counselling, consulting, developing interventions and providing services for students with personal, social, emotional, and educational needs
- engaging in standards of practice that are consistent with membership of professional associations and compliance with Brisbane Catholic Education requirements
- responding to critical incidents and supporting students in crisis
- working collaboratively with other professionals
- developing and implementing behaviour management interventions collaboratively
- staff, parent and student education
- advocacy
- enrolment support
- verifications

Guidance Counsellors are not expected to provide all of the services listed, and the role requires adjustments and priorities which are made according to the needs of the school.

PREPARATORY YEAR

St William's offers a preparatory year to all children who turn five before 30 June of their prep year. The prep curriculum is outlined by ACARA and includes each learning area taught throughout the primary school years. Education in the early years of schooling happens best through active engagement with teachers, classmates and the learning environment including opportunities for play, investigations, real life situations, routines and transitions and focussed learning and teaching.

YEAR 7 TRANSITION

From 2015, Year Seven will be the first year of secondary schooling in Queensland instead of the final year of primary school. This significant educational change will align Queensland schools with most other states. St William's School staff are preparing for this change and will support Year Six and Seven students and parents during this time of transition.

BUILDING ACTIVE COMMUNITIES

Sport and Physical Education play a vital role in improving the health and wellbeing of our students. St William's School is committed to working with the members of our community to ensure all students can experience the health and social benefits that flow from an active lifestyle. Our quest to have more students physically active is reflected through the range of programs and initiatives we provide. We strive to open up new and improved sport and recreation opportunities. As well as increasing participation, many of these programs also aim to help participants improve their skills, regardless of their level.

HOUSE TEAMS

St William's has four sports houses. Each house has a colour and is named after a person of significance. In line with our social education program the significant people model the behaviours that our students strive to attain.

Polding – Gold - Confidence

John Bede Polding, (1794 - 1877) was Australia's first Archbishop. He spoke out about injustices in society and gave a voice to those who had no voice: the poor, the convicts, the Aborigines and women. During his 40 years in Australia he rode thousands of kilometres visiting Catholics throughout the colony. He named the congregation the Sisters of the Good Samaritan of the Order of St Benedict, the founding order of St William's School.

Chisholm – Blue - Getting along

Caroline Chisholm, (1808 - 1877) dedicated her life to helping the poor and disadvantaged in early Australia. She had idealism, charm and a good business sense – qualities and skills which she used to improve the lives of others.

Kenny – Red - Persistence

Nurse Elizabeth Kenny, (1886 - 1952) dedicated her life to the treatment of the disease, polio. She also invented a transport stretcher that eased the pain of many wounded WW1 soldiers. Her treatments were not widely recognised in Australia but her persistence saved many peoples lives.

Flynn – Green - Organisation

John Flynn, (1880 - 1951) founded an aerial ambulance service for people stricken with injury or illness in the outback. With the help of engineers, he devised a clever radio communications system. Through this system, many people from isolated areas of Australia could order fast medical service.

SPORT

St William's competes in both the North-West District and Zone 4 sporting competitions. Both competitions provide opportunities for students to represent the school in a variety of sports throughout the year.

North-West District Sport

Students who compete in North-West District sport have the opportunity to be selected for further representative honours. This competition is broken into two seasons: summer and winter. The summer sports which we currently participate in are cricket, softball and swimming. The winter sports are netball, rugby league or soccer, cross-country and athletics. The majority of these sports take place on Friday afternoons during school hours.

Zone 4

The Zone 4 competition consists of the local Catholic schools within our district. The sports provided by this competition are swimming, cross-country, Gala Sports Days and athletics.

PHYSICAL EDUCATION

Students from Prep – Year 7 are provided with specialist lessons on a weekly basis. During these lessons students are provided with opportunities to participate in and experience a variety of games and activities. These activities are designed to improve both the skill and fitness levels of the participants.

PERCEPTUAL MOTOR PROGRAM

Students in Years P – 3 follow a Perceptual Motor Program on a weekly basis. This program allows the students to develop essential motor skills. The program caters for students by providing activities that are relevant to their level of development. It helps the children develop the skills required for the physical education program.

SWIMMING

Children in Years 2 - 6 attend weekly swimming lessons in Term 1 and Years 1 – 6 in Term 4. Instruction is provided by qualified coaches who have Austswim (Swimming Australia) Accreditation. Students are placed in groups according to their ability level. Costumes must be modest and girls are required to wear a one piece swimsuit. A swimming cap and sunshirt are compulsory. Children must wear correct uniform to and from school on swimming days.

CAMPS

Camps from Year 4 to Year 7, are designed to allow the students to undertake challenging experiences. They also focus on the ability of the students to function as members of a group. Camps involve almost every curriculum area and provide the opportunity for students and teachers to work co-operatively outside the boundaries of the classroom. In 2011 the cost of the Year 4 camp was \$173, the Year 5 camp cost was \$289 and the Year 6 & 7 camp was \$335.

In 2012 our Year 6 and 7 students travel to Canberra. This occurs every two years. Parents/carers are involved in fundraising to offset costs.

FAMILY DETAILS UPDATE FORMS

It is important that family details be kept up to date. Please notify the school regarding any change of address, addition or change of telephone numbers and place of contact if your work place changes. Alterations to family details may be emailed to pgrovely@bne.catholic.edu.au . Once a year, during Term 1, Family Details Update Forms are sent home for you to make any changes. Please ensure that these forms are returned whether changes are made or not, as these forms are kept in our files.

PARENT INVOLVEMENT

Because of the recognition of parents' role in education and the necessity of high correlation between home and school values, appropriate involvement of parents and teachers in the policy and the management of the school will be sought and highly valued. Numerous opportunities throughout the year will be offered, both on a formal and informal level for parents and teachers to collaborate together. The following are some occasions when your participation will be sought.

- Parents are asked to become involved in the various aspects of religious education (eg. Parish sacramental preparation) and are always welcome to join the school community in liturgical celebrations.
- Formal reporting on the religious, social, physical and academic attainment at an individual parent/teacher/student meeting to be held each year. An interview will be held during the first semester and second semester if required.
- Assistance in the classroom as a volunteer helper with reading, art and craft or sport etc.
- Reading the fortnightly newsletter.
- Volunteer helpers for Support-A-Reader.
- Working Bees.
- Attending P & F Meetings. The Parents and Friends Association hold their meeting once each month. All are welcome to attend. Dates are advised in the school newsletter.
- Membership on the School Board
- Helping in the library, the tuckshop and the uniform shop.
- Welcomed participation in specialist programmes e.g. Support Groups, Positive Parenting Programme, Forums, and "Chatting Children".
- Pastoral parent representatives from each year level.
- Assistance with sporting events.

PARENT & VOLUNTEER SIGN IN / SIGN OUT

Parents and volunteers are required to sign in on arrival and sign out on departure at the office when taking part in activities at the school during school hours. This is a requirement to meet our workplace health and safety standards.

PARENT CODE OF CONDUCT

This Code of Conduct is intended to provide school community members with guidelines for the effective conduct of meetings and the development of positive relationships within the school community. For further information contact the school or visit the school website at www.stwilliamsgrovely.qld.edu.au

CODE OF CONDUCT FOR VOLUNTEERS

All volunteers should participate in a Student Protection Induction. (This is a PowerPoint presentation available at the school). *The presentation will include scenarios etc.*

All non-parent volunteers must undergo employment screening under the *Commission for Children and Young People and Child Guardian Act 2005* and hold a current Positive Notice Blue Card for volunteers.

Volunteers have a significant role in the work of the school. Volunteers have an integral part to play in providing a safe and enjoyable environment for young people.

Volunteers are expected to follow the principles of:

- Safety
- Respect
- Support
- Ethical Communication
- Ethical Conduct

Volunteers should:

- Behave honestly and with integrity
- Act with care and diligence
- Behave and dress appropriately

Volunteers should think and act safety:

- Put safety first in all activities
- Follow the safety procedures.

WEBSITE

The school has its own website which is updated regularly. Please check the site for current information and established practices. A calendar of events appears on the website. The website address is www.stwilliamsgrovely.qld.edu.au

NEWSLETTER

In an endeavour to become more environmentally responsible we send an electronic newsletter every second Wednesday. This greatly reduces the amount of paper we use and assists us to be more time efficient. We offer a hard copy to families who do not have internet access. These hard copies can be collected from the school office.

You can currently access the newsletter on the St William's School website at www.stwilliamsgrovely.qld.edu.au

You can register your interest and have the newsletter emailed to you directly. You can enter as many email addresses as you wish, perhaps for grandparents etc.

Here are the steps you will need to follow:

- Go to our web address www.stwilliamsgrovely.qld.edu.au
- Click on 'Newsletters'
- Under 'Online' click on any date listed
- Click on 'Subscribe'
- Enter details
- Click on 'Submit'

GRIEVANCE PROCEDURES

St William's has a Grievance Procedure program for all members of our school community. A copy is available on the website and from Administration.

SCHOOL BOARD

St William's established a **SCHOOL BOARD** in 2004 to support the Principal in various decision making processes related to the effective operation of the school.

Our Board is based on a pastoral model, (not a business or political one), and fosters a Gospel-based partnership of church, parents and staff. It operates within the framework of the Constitution for School Boards in Queensland Catholic Schools, which is approved by the Bishops of Queensland.

Recognising the vital role of community in Catholic schools, membership comprises the Parish Priest and Principal, together with staff, parents and parishioners. During our monthly meetings we take time to reflect on the Parish and School Mission Statements, keeping their aims at the forefront of our discussions.

The St William's School Board provides support in the areas of

- planning
- policy development
- provision and maintenance of educational facilities
- budgeting

In collaboration with the wider community, we will be regularly reviewing policies across a range of areas.

PARENTS AND FRIENDS ASSOCIATION

By definition, the parents of each child attending the school are members of the Parents and Friends Association. The management of the P & F is undertaken by an Executive committee consisting of members elected each year, as well as the Principal and Parish Priest. All parents are encouraged to be actively involved in its activities. On the second Tuesday of each month a General Meeting is held. All parents are welcome to attend. Committees play an important part in developing and communicating the current and future activities of the association.

The association takes an active role in support of the school and the development of the total school community and by doing so plays an active part in your children's development. A statement of the Guidelines of the P & F is given below to attempt to define this role.

Role Statement for P & F

As a living example to our children, the P & F will work towards:

- enhancing the learning environment for the pupils and staff of St William's to optimise our children's life education.
- building a community spirit that allows full participation of all parents at the school.

Key Points for decision making

In considering commitment of P & F resources the P & F key roles should be reviewed.

These key roles are:

1. To maintain existing P & F initiatives and assets
2. To maintain a long term focus
3. To target the support and implementation of special resources for the school outside of either education or parish budgets.
4. To promote activities that build the partnership between Parents, the school and Parish.
5. To be actively involved in the dissemination of information throughout the school community.

Operating guidelines

- Formation of committees to deal with specific areas of activity.
- Committees to generate proposals for review in general meetings.
- Monthly general meetings to review current status of existing initiatives and for discussion on future initiatives.
- Delegates to attend external activities as representatives of P & F.

SICKNESS AND ACCIDENTS

The Principal will follow the current regulations of the Department of Health concerning exclusion and re-admission of pupils who have an infectious disease. These will be regularly outlined in the school newsletter.



In the case of minor accidents or illnesses the secretary will deal with the matter. There is a suitable First Aid Kit containing adequate materials for such minor mishaps.

It is important that parent/carers give the school up to date emergency contact details.

- In the case of serious injury parents will be notified immediately before seeking medical aid, if this is not too time consuming.
- In cases of emergency, medical assistance will be sought first and parents notified as soon as possible.
- Students are insured under the Catholic Church Insurance School Care. This is Personal Accident and Disability Policy.
- All accidents must be reported to Administration.

TIME OUT

Queensland Health recommends 'Time Out' for contagious diseases e.g. chicken pox, influenza and gastroenteritis. Queensland Health also has strict guidelines for children affected by head lice. Further advice and information on any of the relevant conditions can be obtained by contacting your nearest Public Health Unit on Brisbane's north side on 36241111 or visiting the website

http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

MEDICATION AT SCHOOL

The following are the guidelines set out for the administration of medication to students and must be strictly observed.

Children are not to have their own medication at school as this may lead to other children taking the medication or incorrect dosage and could have serious consequences.

1. Medication to be taken is to be authorised by the student's medical practitioner.
2. The parent or person with the legal responsibility for the student makes a written request to the Principal of the school including the instructions for administration of the medication and any special requirements. When medication is to cease, or there are changes to dosage, time to be taken etc, the parent/carer is to notify the school in writing. A new form is to be completed at the beginning of each new calendar year.
3. Teachers will send students to the office at the set time for medication to be administered.
4. The school staff authorised to give out medication at St William's School will be the secretary or teacher aides.
5. Where such medication is to be administered, the instructions provided should be written on the container by the pharmacist or written down by a doctor. Parents

are to provide medication in the **original pharmacy labelled container** to the school. The written instructions should include amount of medication and time to be taken.

6. All medication will be kept in a secure place in the Secretary's office. No medication is to be kept in a school bag or lunch box. The only exception is that of inhaler therapy for asthma. With written permission from the parent and with the approval of the Principal, the student may be responsible for the inhaler.
7. Non-prescribed oral medications (such as analgesics and over-the-counter medication) **WILL NOT** be administered unless the parent completes appropriate documentation from the school office.

These are government guidelines and will be closely followed. Please assist us by following these guidelines.

NUT AWARE ENVIRONMENT

St William's School promotes a NUT AWARE ENVIRONMENT in order to protect several students who suffer from a severe allergy to nuts, nut by-products and raw eggs. As a result we ask you not to send to school anything on the list below for your child's lunch. Nut products can be deadly for these children.

All staff members are trained in the use of the Epipen which the students need should they come in contact with nut products. Students have already been spoken to about the condition. So please **NO NUT PRODUCTS**.

Please refrain from sending to school:

- Sandwiches containing peanut or other nut butters and pastes, peanut paste, satay sauce, or Nutella
- Nuts in salads such as Waldorf salad
- Nut meats or nut rissoles or pesto
- Nut biscuits, baklava and other nut pastries
- Crushed nuts on or in cakes, buns, desserts, eg: praline, carrot cake and muffins
- Marzipan

Please also check the labelling of muesli bars as many contain nuts or nut by products.

ASTHMA REGISTER

St William's is a registered Asthma Friendly School and has an asthma management policy.

As part of that policy we have implemented an 'Asthma Register' in the school.

If your child has asthma (mild, moderate or severe) or occasionally requires asthma medication for a respiratory condition, please contact the school office.

All students are encouraged to use spacer attachments with their puffers as advised by the Asthma Foundation of Qld.

CAR PARK

Parents and visitors have very limited safe, off-street parking. Parking in the school grounds is disabled parking only. The school and parish share a car park that is located adjacent to the church. To ensure the safety of all concerned, please drive slowly, using correct entry and exit. Because of the limited parking, parents are asked to park in nearby streets and access the school on foot.

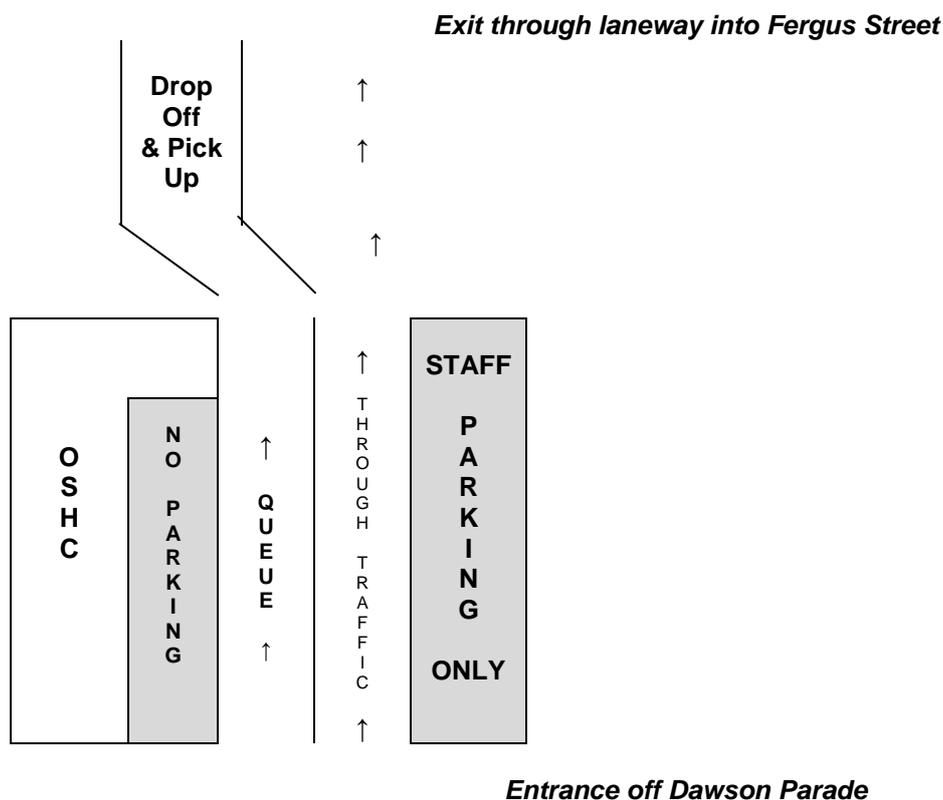
- **Rolleston Street** is the second street on the left after the railway level crossing if you are travelling in a southerly direction. From Rolleston Street it is a relatively short walk along Whitby Street or Dawson Parade into the school grounds. *Rolleston Street provides excellent parking.*
- **Callan Street** runs parallel to Dawson Parade on its western side. This street can be accessed from Crampton Street or Kane Street. There is pedestrian access from Dawson Parade to Callan Street via an easement almost adjacent to the traffic lights outside the presbytery. *Callan Street provides excellent parking.*
- **Elrose Street** also offers access to the school grounds adjacent to the tennis courts. Elrose Street runs off Fergus Street which is on the southern end of the church / school grounds. *There is limited parking in Elrose Street.*
- **Whitby Street** runs parallel to Dawson Parade and borders the John Eales Oval at the rear of the school. This street can be accessed by turning into Rolleston Street, off Dawson Parade. There is direct pathway access to the school grounds from this street. *There is very limited parking in Whitby Street.*

Map of St William's School and surrounding streets.



DROP OFF / PICK UP

The 'Drop Off / Pick Up Zone' is located below the OSHC building. This area is not for parking. (There is ample street parking in Rolleston Street and Callan Street). Signs have been erected to direct drivers.



The marked lanes are for queuing to enter the lower drop off / pick up area. By staying inside these lanes the traffic can continue to flow and exit the grounds safely.

There is a teacher on duty in this area in the afternoon.

Drop Off/ Pick Up Procedures

Our Stop, Drop and Go zone is the only area where students may be dropped off in the morning and collected in the afternoon from within school grounds. It provides a safe drop off zone and allows traffic to flow.

Children are to leave and enter vehicles from the passenger side only.

No drop off or pick up of children allowed in the following areas:

- The designated handicapped parking zones
- The bollards outside the church mall
- Parking spaces in the school grounds. These are for staff only.
- Anywhere along the drive way outside the Saint Mary MacKillop Centre or the OHSC building.

No parking or dropping students off in these areas:



The driveway



The car park



The church mall and handicapped parking

Please drive slowly through our school. Thank you for your cooperation and support in these matters of student safety.

SCHOOL CROSSINGS

School crossings are located in Whitby and Rolleston Streets with crossing supervisors. The Dawson Parade crossing has traffic lights.

BACK GATE PICK UP: Afternoon (Rolleston Street)

Children gather at the top of the path at dismissal time. The teachers on duty escort the children through the Whitby Street gate to the park at Rolleston Street. Students not collected by 3:15pm are brought to the quadrangle to wait for collection.

DAWSON PARADE: Afternoon Duty

A teacher meets students each afternoon at approximately 3:00pm in front of Administration and escorts them across Dawson Parade to catch buses or to meet parents. Students can walk through to Callan Street via the easement.

COMMUNICATION (Parents / Teachers / School)

The school office is open Monday to Friday (during school terms) from 8am to 4pm. Messages may be left on the school voicemail (3355 5122) outside of these hours or email pgrovely@bne.catholic.edu.au

The following communication procedures are essential for the safety and wellbeing of our students:

Change of pick-up arrangements for children.

- Phone the office (3355 5122 ext 8) as early as possible, but no later than 2:30pm.
- Email messages should be sent before 12:00 noon.

Picking up children early.

- Phone the office (3355 5122 ext 8) as early as possible.
- Email messages should be sent before 12:00 noon.
- Children must be picked up from the school office.
- 'Leaving Early Record' form is to be completed at the school office.

Communicating with teachers.

- Phone the office (3355 5122 ext 8) and leave a message for the teacher to phone back.
- Email to pgrovely@bne.catholic.edu.au

ARRIVING LATE TO SCHOOL

Arriving late to school means that students miss out on the day's instructions and important class sharing. It can result in unnecessary stress for the students and disruption for the other students.

If your child is late please follow the procedure outlined below.

Procedure for Students who arrive late to school:

1. Parent/Carer or student is to complete details on the 'Late Details' form in the school office
2. The student is to obtain a 'yellow note for teacher' from the office staff.
3. Year 1 to Year 7 students – are to go directly to class.
4. Prep students – school office staff will contact the student's teacher for them to be collected from the school office.

Parents/Carers are NOT to accompany students to the classroom as the class may be at another lesson venue.

ABSENTEES

In the case of children being absent, a phone call to the **absentee line** (3355 5122 ext 1) stating the name, class and nature of the absence is required from the parents/carers. This ensures that the whereabouts of your child is known. Please try to ensure that medical and dental appointments are made, if possible, outside school hours.

TUCKSHOP

Full tuckshop is held each Monday, Thursday and Friday. Tuckshop only opens on these days. For example: if Monday is a public holiday or a pupil free day, tuckshop will only open Thursday and Friday of that week. The tuckshop listing, showing prices and items available is sent home to each family and is displayed on our website (under Parent Information). Orders are collected in class at 8:30am and then sent to the tuckshop. The tuckshop relies on volunteers to assist the tuckshop convenor.

SCHOOL ASSEMBLY

School Assembly is held on alternate Thursdays at 2:00pm sharp.

PHOTOGRAPHS

Class and Family groups will be taken each year. Parents must complete the 'Media Consent' form for children to participate. Sports and activity group photographs are taken in Term 4.

LOST PROPERTY

Lost Property is outside St William's Wear. If your child loses something it could be there, but **PLEASE MARK ALL YOUR CHILD'S BELONGINGS CLEARLY**. The lost property box is cleared at the end of each term and un-named items are given to St. Vincent de Paul.

MONEY

All money and forms to be returned and dropped into the white letterbox situated in the office foyer. Money should be placed in a sealed envelope with child's name, grade and what it is for, written clearly on the front. Teachers **do not** handle or accept money.

MOBILE PHONES

Students who need to bring mobile phones to school **MUST** hand them into the office on arrival at school. The mobile phone can be collected once classes are dismissed. Students are not to take mobile phones into the classroom or to activities away from the school. The school takes no responsibility for lost or damaged phones.

STUDENT BANKING

A weekly service is provided at the school. Please see the school office for further information.

UNIFORM

The full, correct uniform must be worn at all times. It is to be worn with pride and respect. All items of clothing must be clearly labelled. Students are to wear the following:

Prep Uniform: BOYS

Formal Uniform	Sports Uniform	Winter
St William's Prep Polo with: <ul style="list-style-type: none"> royal blue knit shorts, OR royal blue gabardine shorts <u>Socks:</u> St William's embroidered socks, OR plain white socks (no stripes, etc)	St William's Prep Polo OR St William's House Colour Polo with: <ul style="list-style-type: none"> royal blue knit shorts, OR royal blue gabardine shorts <u>Socks:</u> St William's embroidered socks, OR plain white socks (no stripes, etc)	As for summer, plus <u>optional</u> : <ul style="list-style-type: none"> St William's: vest, pullover or zip-up jumper royal blue fleecy/microfibre trackpants royal blue: scarf, beanie and/or gloves

Prep Uniform: GIRLS

Formal Uniform	Sports Uniform	Winter
St William's Prep Polo with: <ul style="list-style-type: none"> royal blue flat panel skort, OR royal blue knit shorts, OR royal blue pleated netball skirt <u>with navy sports briefs</u> <u>Socks:</u> St William's embroidered socks, OR plain white socks (no stripes, etc)	St William's Prep Polo OR St William's House Colour Polo with: <ul style="list-style-type: none"> royal blue flat panel skort, OR royal blue knit shorts, OR royal blue pleated netball skirt <u>with navy sports briefs</u> <u>Socks:</u> St William's embroidered socks, OR plain white socks (no stripes, etc)	As for summer, plus <u>optional</u> : <ul style="list-style-type: none"> St William's: vest, pullover or zip-up jumper navy tights (instead of socks), OR royal blue fleecy/microfibre trackpants royal blue: scarf, beanie and/or gloves

Years 1-7 Uniform: BOYS

Formal Uniform	Sports Uniform	Winter
St William's Check Shirt with: <ul style="list-style-type: none"> navy gabardine shorts <u>Socks:</u> plain white <i>above ankle length</i> socks (no stripes, etc)	St William's Sports Polo with: <ul style="list-style-type: none"> royal blue knit shorts, OR royal blue gabardine shorts St William's House Colour Polo can be worn on one designated PE/PMP day per week <u>Socks:</u> St William's embroidered socks, OR plain white socks (no stripes, etc)	Sports Uniform: As for summer, plus <u>optional</u> : <ul style="list-style-type: none"> St William's: vest, pullover or zip-up jumper royal blue fleecy/microfibre trackpants royal blue: scarf, beanie and/or gloves Formal Winter Uniform: As above plus: <ul style="list-style-type: none"> optional navy gabardine long pants, OR royal blue fleecy/microfibre trackpants

Years 1-7 Uniform: GIRLS

Formal Uniform	Sports Uniform	Winter
St William's Check Dress with: <ul style="list-style-type: none"> navy sports briefs <u>Socks:</u> plain white <i>above ankle length</i> socks (no stripes, etc)	St William's Sports Polo with: <ul style="list-style-type: none"> royal blue flat panel skort, OR royal blue knit shorts, OR royal blue pleated netball skirt <u>with navy sports briefs</u> St William's House Colour Polo can be worn on one designated PE/PMP day per week <u>Socks:</u> St William's embroidered socks, OR plain white socks (no stripes, etc)	Sports Uniform: As for summer, plus <u>optional</u> : <ul style="list-style-type: none"> St William's: vest, pullover or zip-up jumper navy tights (instead of socks), OR royal blue fleecy/microfibre trackpants royal blue: scarf, beanie and/or gloves Formal Winter Uniform: As above <u>except</u> : <ul style="list-style-type: none"> NO trackpants are to be worn with the Check Dress

Sports Uniform

Sports Uniform is worn according to the HPE & PMP timetable; please refer to the class teacher. The Year 7 Polo may be worn as an alternate to the Sports Polo.

Hats

The school has a “no hat, no play” policy. The school hat should be in good condition at all times.

Prep: St William’s bucket hat or legionnaires hat is compulsory for ALL students.

Years 1-7: St William’s bucket hat, broadbrimmed hat or legionnaires hat is compulsory for ALL students.

Sports Socks - Years 1-7

Specific sports socks, eg football socks, are not to be worn to and from school. These are to be brought to school, and changed at the appropriate time.

Shoes

ALL black leather, or ALL black sports shoes are to be worn with the Formal Uniform. ALL black sports shoes are to be worn with the Sports Uniform. *Shoes and shoe laces must be BLACK only.*

For safety reasons, sandals/thongs are NOT to be worn at any time, including designated “free dress day/s”.

Specific sports shoes, eg. football boots, are not to be worn to and from school. These are to be brought to school, and changed at the appropriate time.

Jewellery, Hair and Hair Accessories

A single set of small sleepers or studs (gold or silver only) may be worn.

Nail polish is NOT to be worn.

Hair longer than shoulder length must be tied up. Hair is to be neat and tidy, and worn off the face.

Royal blue, white or yellow/gold ribbons, headbands or scrunchies may be worn.

Extreme hairstyles (including coloured hair spray) are only allowed for special occasions, and only at the Principal’s discretion.

Uniform Stockists

- St William’s Wear (under the School Office)

A variety of new and second hand uniform items are available for purchase. Payment options are: cash, cheque and/or eftpos (no Amex or Diners). Minimum transaction: \$10. Opening hours are Tuesdays 8.35–8.55am; Wednesdays 2.45-3.10pm; and Thursdays 8.35-8.55am (other times by appointment only).

Email: stwilliamsweare@bne.catholic.edu.au

- Lowes (Stafford City Shopping Centre, Stafford Road, Stafford)

Only uniforms for students in Years 1-7 are available. The Prep Uniform is only available from St William’s Wear.

ST WILLIAM'S OUTSIDE SCHOOL HOURS CARE

St William's Outside School Hours Care is a government approved and licensed Centre operated by Centacare Child Care Services. We are licensed to care for up to 130 children per session. We offer supervised activities for school aged children both before and after school, school holidays and on pupil free days.

The friendly staff at St William's OSHC provide a caring environment where children can play happily and safely. All bookings, cancellations and enquiries can be made by contacting the Coordinator on 3354 3904. An orientation session is held at the beginning of each school year for new families. If you wish to enrol during a school term, you will need to attend an orientation meeting with the Coordinator.

St William's OSHC is one of very few Outside School Hours Care services in Brisbane to offer a split program. We operate both a Junior Program (Prep - Grade 2) and a Senior Program (Grade 3 - 7) which allows for age-specific activities, games and equipment to be used, in order to provide the highest quality care to all children, whilst keeping in mind their age and developmental stage.

In 2010 OSHC undertook major renovations, which resulted in a new wing being added to our building and our former room being completely renovated both inside and out. We now operate out of a fully air-conditioned, modern, new space, which is welcoming and relaxing for the children.

St William's OSHC welcomes all new enrolments. Children can be booked in on a permanent or a casual basis, however the OSHC service must have enrolment forms for the child before care can be provided. The school cannot enrol any child in Outside School Hours Care, this must be completed by parents/carers. Parents/carers are welcome to drop in at any time for a chat, or if they have any queries relating to our service.

Opening Hours

Before School Care	6:45am till 8:30am
After School Care	3:00pm till 6:00pm
Vacation Care / Pupil Free Days	7:00am till 6:00pm

Outside School Hours Care: Ph 3354 3904

Email address keperraoshc@bne.centacare.net.au

SCHOOL FEES

- (a) Billing Fees are billed at the beginning of each term.
- (b) Payment It is the responsibility of the parent(s) / carer(s) who sign the confirmation of enrolment form to ensure fees are paid by the due date shown on the statement. If there is any difficulty in meeting payments and a concession needs to be considered, contact must be made with the Principal.

Fees for 2012 are set as follows:

Fees: Prep to Year 7	1 child	\$1300.00
	2 children	\$1794.00
	3 children	\$2160.00

Levies for 2012 are set as follows:

Capital Levy	\$420.00	per family
P & F Levy	\$140.00	per family
General Purpose / Activity Levy	\$200.00	per child (Years 1 to 7)
Prep Levy	\$820.00	per child
Technology Levy	\$ 25.00	per child (Years Prep to 7)

The above fees *do not apply* to International Students.

Child Care Rebate

Families of Prep children, who meet the eligibility criteria, are entitled to a Child Care Rebate from the Family Assistance Office. To access this rebate the school office will issue a receipt at the end of each term on written request.

Fees may be paid by:

1. Cheque /cash / money order
2. Direct Deposit (via the Internet)
3. Direct Debit :
 - a) by the term
 - b) or 10 x monthly payments
 - c) or 20 x fortnightly payments
4. Credit Cards Online System (COPS) Where either quarterly or monthly payments are placed on your credit card. **EFTPOS/Credit Card payments are not available over the counter at the school office.**

Direct Debit forms, Credit Cards Online Payment System (COPS) payment forms or account details for Direct Deposit are available from the office.

St William's School Account Details for Direct Deposit are as follows:

Account Name:	St William's School
Bank:	Commonwealth Bank of Australia
BSB:	064 786
Account Number:	331 016 001
Branch:	240 Queen Street, Brisbane.

Please do not forget to put your name in the 'Description'.

SCHOOL HOURS

There is 20 minutes teacher supervision before school. This starts at 8.10am. Playground equipment is not used before school. Afternoon school bus lines are supervised. No child will be permitted to leave the school grounds without the permission of the Principal. No child will be given into the custody of an unknown adult without the written permission of the parent/carer. Any messages for children must be delivered to administration and will be passed on to students. The very early arrival of children at school is not allowed. No child is to arrive before 8.00am. Children who arrive at school before 8:10am must stay in Polding Place (the quadrangle), unless they are under the supervision of Outside School Hours Care. Children who arrive at school before 8.00am must be booked into the Before School Care Program – Ph 3354 3904.

First Bell	8:27am
Start of School	8:30am
Morning Tea	10:30am to 11:10am
Lunch	1:15pm to 1:45pm
Pack Up Bell	2:45pm
Closing hour	2:55pm



All students sit and eat from 10:30am – 10:40am and from 1:15pm – 1:25pm, supervised by teachers. Children may play after the 10:40am bell and the 1:25pm bell.

TERM DATES

2012	The school office reopens on Monday 16 January 2012
Term 1	First day for students: Tuesday 24 January 2012 Last day for students: Friday 30 March 2012
Term 2	First day for students: Monday 16 April 2012 Last day for students: Friday 22 June 2012
Term 3	First day for students: Tuesday 10 July 2012 Last day for students: Friday 21 September 2012
Term 4	First day for students: Monday 8 October 2012 Last day for students: Friday 7 December 2012
2013	
Term 1	First day for students: Wednesday 30 January 2013 Last day for students: Thursday 28 March 2013

PROFESSIONAL DEVELOPMENT DAYS 2012

The following dates are all Pupil Free Days:

Term 1	Wednesday 18 January, Thursday 19 January, Friday 20 January and Monday 23 January 2012
Term 2	Tuesday 10 April 2012
Term 3	Monday 9 July 2012
Term 4	Monday 22 October 2012

NOTES

The following businesses support the St William's School Community