



Parent Handbook





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OFFICE HOURS

8am-3pm, Monday-Friday.

FEAST DAYS

Feast of the Chair of St Peter
22nd February

Feast of St Paul & St Peter
29th June

PARISH PRIEST

Fr John Kunnathumadappallil

ACTING PRINCIPAL

Mrs Christine Timms



Welcome Home



Dear Parents & Guardians,

St Peter's Catholic School in Halifax has a long standing tradition in our community for providing excellent academic, sporting, cultural and spiritual opportunities for students. Our energetic and enthusiastic staff are passionate about providing the greatest possible learning environment for all children enrolled at our school.

One of the greatest benefits of small schools and multi-age education is that the uniqueness of each child is truly highlighted. Here at St Peter's, children challenge themselves, broaden their horizons and develop into confident and resilient learners. Whether it be the Arts, on the sporting field, in the classroom or in the community, St Peter's students consistently lead the way.

I hope that the information contained in our handbook is useful for you. Please remember that all of the staff at St Peter's are here should you have any further concerns or questions.

God bless,

Christine Timms

Acting Principal

Our Vision:

St Peter's Catholic School is an inclusive learning community where all are welcome and valued, experience the joy of learning and are challenged to live the Gospel of Jesus.

Our Mission:

Inspired by the gospel of Jesus and the example of Catherine McAuley and Francis of Assisi, St Peter's Catholic School aims to be a place of welcome, respect, learning and justice. The St Peter's school community strives to unite the school, home and parish in their mission of developing the whole child: academically, socially, culturally, emotionally, physically and spiritually, communicating through their daily interactions, Jesus' care and concern for all.

Together we grow

St Peter's Core Principles

ST PETER'S IS A PLACE OF WELCOME

'This is my commandment, that you love one another as I have loved you.' John 15

Our Franciscan value is... Hospitality

Our Mercy tradition calls us to...

Create a safe and welcoming environment where the gifts of all are cherished.

So at St Peter's we are always Welcoming.

ST PETER'S IS A PLACE OF RESPECT

'I came that they may have life, and have it abundantly.' John 10:10

Our Franciscan value is... Compassion

Our Mercy tradition calls us to... Show

empathy and tolerance as we develop our own and each other's potential for the good of self, others, creation and God.

So at St Peter's we are always Respectful

ST PETER'S IS A PLACE OF LEARNING

'And Jesus increased in wisdom and in years.' Luke 2:52

'The Spirit has given each of us a special way of serving others. Some of us can speak with wisdom, while others can speak with knowledge, but these gifts come from the same Spirit.' 1 Corinthians 12:7-8

Our Franciscan value is... Dignity of work

Our Mercy tradition calls us to... Be resilient, to persevere and, in doing so, learn through our mistakes.

So at St Peter's we are always Learning

ST PETER'S IS A PLACE OF JUSTICE

'For I was hungry and you gave me something to eat...' Matthew 25:31-46

Our Franciscan value is... Peace

Our Mercy tradition calls us to... Be inclusive and hopeful, accepting our responsibilities to each other as we work for justice and peace in our community.

So at St Peter's we are always Fair

Together we grow

History and Profile of School

St Peter's Catholic School, Halifax, is a Catholic primary systemic school within the Diocese of Townsville, North Queensland, being administered by the Townsville Catholic Education Office (TCEO).

It is situated 128 kilometres north of Townsville outside the town of Ingham. The school was established in 1927 under the name of St. Theresa's Convent School. The school was administered by the Sisters of Mercy in the Diocese of Townsville. At the time it provided day school facilities for both girls and boys to scholarship standard and boarding facilities for boys. In its early days young boys boarded in the large convent adjacent to the school which was located on the present netball courts. The population of Halifax at the time was transient due to the seasonal work of cane-cutting, with the majority of children coming from sugar-cane farms in the immediate area.

The fluctuating enrolments at St Peter's School reflects the general population moves within the district. As automation and mechanisation in the sugar-cane industry became a reality, the number of transient families decreased and the school population fell to reflect these trends. Consequently, in the late 1960's the boarding school was closed.

On June 8th, 1969, a new school was erected on the site of the original Church and the school was renamed St Peter's Catholic School, to reflect the name of the Parish. The church had previously moved to an adjacent block of land behind the school with its frontage in Scott Street. The existing school building was blessed and opened by the Most Rev. Leonard Anthony Faulkner D.D., Bishop of Townsville.

The Sisters of Mercy completed their service to the Parish in 1976 and the first lay principal was appointed in 1977. Since then, there have been seven lay principals who have continued to emphasise the Catholicity of the school. Today, St. Peter's School, aims to follow a Christian philosophy of care and concern for all; aiming to be active in witnessing our Catholic faith within all aspects of our lives. The school's Religious Education Program is an integral part of a balanced curriculum which endeavours to emphasise skills that promote and facilitate life-long learning in all aspects of each child's physical, social, emotional and intellectual development. Staff members are committed to encouraging all students to develop to their full potential in an atmosphere of support that embodies care and respect.





St Peter's School Badge

The school badge consists of symbols that are important to the school community.

The Keys of the Kingdom - Knowledge of God

Sugar Cane - The main industry of the area

Sport - Learning of Sportsmanship

Book - Academic Studies

Patron Saint: St Peter

St Peter, the first Pope and Prince of the Apostles, was a simple fisherman. Jesus invited Peter to follow Him, saying, "I will make you a Fisher of Men".

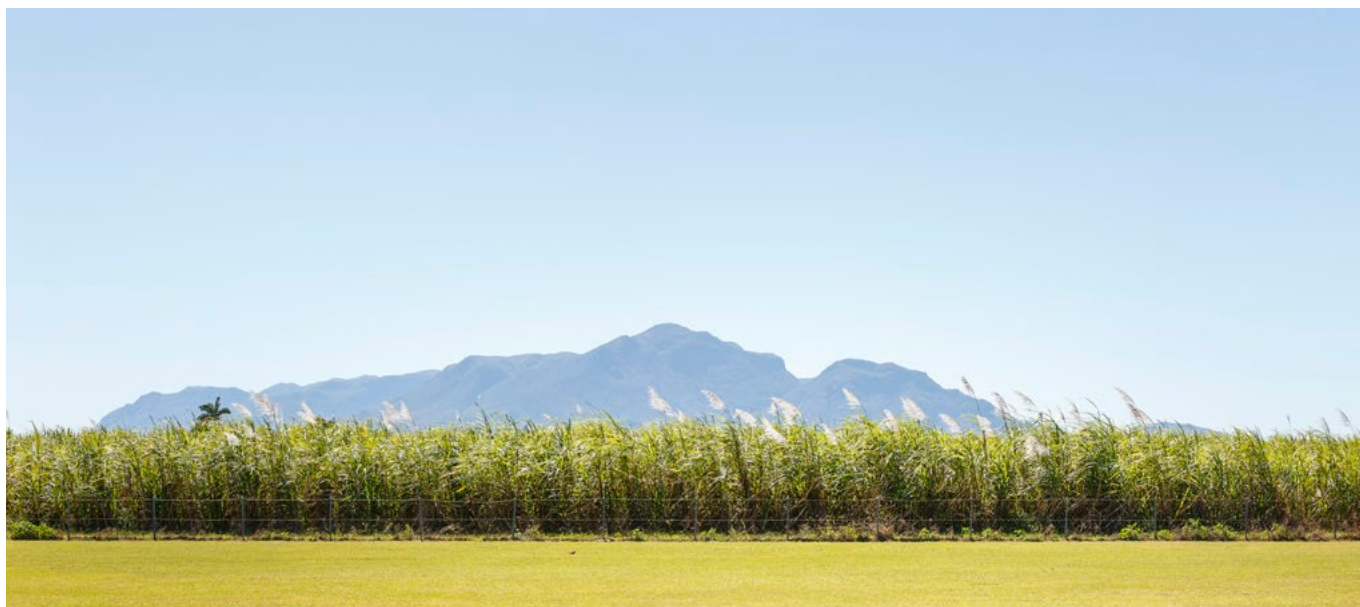
He was originally called Simon, but Jesus changed his name to 'Peter' which means 'Rock'. Peter was to become the rock on which Jesus would build His Church, in that way becoming the first leader of the Church.

Peter, like us, was not perfect. He cowardly denied knowing Jesus at Jesus' arrest but he repented and was forgiven. Peter went to Rome and converted many pagans. This deeply upset the Romans, who began to persecute the Christians. They captured

Peter and decided to crucify him. When he heard of this, he asked to be crucified upside down, as he felt he was not worthy to die the same way as 'His Master'.



St Peter's Feast Day is celebrated on June 29th with St Paul. St Peter's School also celebrates The Feast of the Chair of St Peter on 22 February. This feast day acknowledges Peter as the first leader of the church and the school uses this to induct their new school leaders each year.



Daily Timetable

7:30am	The school buses from Lucinda and Taylors Beach arrive at our school. School personnel are on site from this time. Students remain in the undercover area until 8:00 am.
8:00am	Morning duty officially begins. Students participate in morning fitness coordinated by our school leaders. Breakfast club provided by Chaplain as well as Homework Club.
8:20am	Students sit quietly and have a snack fruit break.
8:30am	The morning bell rings. Students meet in our prayer space for morning prayer - this is coordinated by our school captains. Parents are welcome to join us for this time.
10:30am	First break - students eat for 10 minutes before being released for play.
11:00am	The bell rings to signal the end of first break. Students are to quickly go to the toilet and have a drink before lining up.
1:00pm	Second break - students have 10 minutes of eating time followed by play time.
1:40pm	The bell rings to signal the end of second break. Students return to class.
3:00pm	End of the school day. Students are to be collected from the front of the school. Students must remain seated during this time.
3:20pm	Afternoon duty officially ends. School personnel remain on site for remaining students who take the bus to Lucinda or Taylors Beach.

Literacy at St Peter's

St Peter's is a multi-age school. This provides all of our students learning opportunities that they otherwise would not receive within a single stream school. Through peer tutoring and learning teams, our students target the specified curriculum for their year level while also working with and being exposed to curriculum from other year levels.

Both of our classrooms have comprehensive reading programs that incorporate First Steps, Decodables, Springboard readers and reading comprehension kits that are tiered for multi-age classrooms. One of our school initiatives is students reading everyday to an adult, and the explicit teaching and modelling of reading strategies in our classrooms.

Students study and discover language through our in-depth spelling and writing programs that utilise the use of the science of reading approach which incorporates a wide range of diagnostic testing tools. As students discover words, sounds and language through hands-on, interactive and engaging lessons, they are formally tracked throughout the year to monitor their development according to their year level. This information is used in parent/teacher interviews and informs classroom teaching direction so **your child** is always catered for.

All classrooms have full-time teacher aides during all literacy sessions.

There is no better way to experience literacy at St Peter's than by volunteering your time to assist in the classroom. Our teachers and students would love to have you!

Numeracy at St Peter's

As students are tracked and monitored within literacy, an equal amount of importance is placed on their development in numeracy and throughout all of Mathematics.

Our teachers currently use the Signpost Maths program as a guide for their Mathematics sessions and to assist in differentiating lessons to cater for each year level. However, our teachers are dedicated towards bringing numeracy to life through hands-on activities using Role-M resources, iMaths resources and real world investigations.

Students work in learning teams throughout Mathematics sessions to discover and analyse NAPLAN style questioning to fully prepare them for NAPLAN testing. Our school focus is beyond simply answering set questions - we emphasise academic dialogue, 'risk-taking' and experimentation to empower our students' learning.

As with all areas of our schooling, students are tracked and monitored through our data collection process so that areas where they excel or require support are immediately identified and addressed.



ABSENTEEISM

Students who arrive late must first report to the school office to notify the school of their arrival. Teachers mark the roll electronically first thing in the morning and pass absences onto the office. These are recorded and used in our reporting process. Parents are contacted via an automatic text message if no notification of a child's absence is given.

It is advised that all parents notify the school in the morning of their child's absence. Prolonged absences from school may require a doctor's certificate to be supplied. Frequent absences are reported to the Principal and may be reported to the relevant authorities.

ACCIDENTS

Minor accidents are reported to the office and handled by Helena Condon. Staff at our school are trained in first aid and are able to administer this in these circumstances. Major accidents are reported to parents as first aid is administered. In the case of an emergency, an ambulance will be called and the parents notified.

APPOINTMENTS WITH STAFF

We encourage all parents to remain in contact with their child's classroom teacher and maintain helpful dialogue. All teachers send out letters in the first week or two of school detailing their contact details. It is advised that you contact your child's teacher and schedule a meeting to discuss their progress should you deem it necessary. Parent/Teacher interviews are conducted towards the end of Term 1 and the beginning of Term 3.

ASSEMBLIES AND SCHOOL MASS

Formal school assemblies take place every second Wednesday. These assemblies are coordinated by our school leaders and feature special awards presented by teachers and the principal. Assemblies are held in our library at 2:30pm.

We are fortunate in that our local parish church is only metres away and is used for school masses and liturgies. These are usually fortnightly, although parents are encouraged to check our newsletter for dates as they are subject to change. These start at 8:40am and all parents are welcome to attend.

G.R.O.W AWARDS

All children are encouraged to live out our school motto *Together We Grow*. Each fortnight, class teachers are invited to nominate one child who has demonstrated the above for a St Peter's Student of the Week Award. These are presented at Assembly.

The Principal will also award students who have received GROW slips throughout the week. throughout the week. Staff and students can make recommendations to the Principal for this award.

At the end of each school year a series of awards are given to students. An academic and diligence award for each class are given as well as a 'Spirit of the School' award. Three whole school awards are also presented - the Mercy/Capuchin Sportsperson of the Year, the St Peter's Leader of the Year and the Blue Light award.

Give Your Best

Respect

Own Your Behaviour

Walk Safely

BEHAVIOUR MANAGEMENT

Our purpose is to provide the best educational outcomes for our students in a safe and supportive school environment. All children in our school have:

- The right to learn
- The right to feel safe
- The right to be respected

Our school rules reflect this and also carry the responsibility students have in respecting the rights of others.

- Show You Care
- Be Responsible
- Give It Your Best Shot
- One Voice At A Time

Our school has implemented a School-wide Behaviour Engagement Policy which focuses on positive behaviour for learning and reflects the Vision & Mission Statement and our principles.

Structured consequences are in place for students who have difficulty upholding our school rules inside or outside the classroom. These are outlined in our three levels in the back of this Handbook.





BUS TRANSPORT TO AND FROM SCHOOL

Should you require information as to which bus company provides service to your area, please contact the school office. Travel is offered from Lucinda and Taylors Beach and children arrive at the front of the school at 7:30am. Students are collected for the return trip home at 3:40pm.

Bus Fare Assistance is available through the Federal Government and must be applied for online at www.schooltransport.com.au. Assistance is provided to families who spend more than the weekly threshold on fares. As always, contact the school office should you have any concerns in this area.

CHARITY

As part of our Catholic ethos, St Peter's encourages the support of charities especially St Vincent DePaul, Project Compassion and Catholic Missions. We also support the needs of the local community where needs arise and endeavour to undertake activities to support those around us. Ideas to extend our social justice activities are welcome.

CONCERNS AND COMPLAINTS

St. Peter's Catholic School endorses open and honest communication between all parties. Should a concern or a complaint arise, the issues should be voiced through the appropriate channel.

In the first instance, it should be raised with the class teacher. If a resolution is not possible, the matter should then be referred to the Principal.

All situations occurring within the school will be dealt with by school personnel. At no time should parents attempt to resolve the situation by direct contact with students.

COLLECTION OF CHILDREN BY PARENTS FROM SCHOOL

Children are to be collected from the school by their parents/carers at the end of each school day by 3:10pm. Children are not to go with another child's parent unless the teacher on duty or administration have been contacted by the child's parents or contact with the person collecting the child has been made.

Children must be collected from inside the school by an adult i.e. Children cannot wait outside the school grounds for collection.

Children leaving the school before the end of school must be collected from their classroom by their parent or carer. The teacher should be contacted ahead of time and be notified of this collection. This assists in planning and minimises disruption.

CULTURAL EVENTS/SPORTS

The children are able and encouraged to participate in the following Cultural and Sports events:

- Ingham Junior Arts
- Under 8's Week - usually third week in May
- Ingham Show
- Catholic Education Week
- Maraka Festival
- Interschool Cross Country & Swimming Carnival
- Romenello Shield-Interschool soccer
- Netball competition
- Interschool Athletics - July
- Barnes Cup-Athletics Interschool Carnival
- Weekly music lessons
- Interschool Swimming - Oct

CURRICULUM AREAS

All formal learning processes, experiences and opportunities are included across the following basic curriculum areas:

- Religious Education
- English
- Mathematics
- Science
- Health and Physical Education
- HASS (Humanities and Social Sciences)
- Technology
- The Arts (including Music, which is implemented by Vera Di Bella)

DAILY FITNESS

At St Peter's, we encourage and support a healthy and active lifestyle. We promote this by providing daily fitness activities at the beginning of each day. Student leaders are on a roster to organise the activities with the focus on fun and fitness. The activities should ensure that all students are active for the entire five to ten minutes allocated and should vary in fitness focus- ie. Gross motor development and/or skill and speed development.

DRESS

Students should wear correct school uniform at all times. A note from parents is required for any child who is out of uniform for any reason. Accessories such as jewellery, nail polish, coloured hair ties, tattoos and body glitter are not permitted.

School Uniform - To be worn each day

- School polo shirt
- Navy shorts/skorts
- White socks above the ankle
- Joggers/shoes not brightly coloured
- School hat

Should you require any uniform items, please see Helena in the office.



DUTY OF CARE

St Peter's Catholic School has legal, moral and social obligations to care for the safety and well-being of our students while they are in our care. Legally, all staff are required to act with common sense and a responsible approach which endeavours to protect the safety of children.

EXCURSIONS

Class excursions may occur from time to time throughout the school year, and are planned to support and enliven learning. Since all approved excursions are relevant to the school curriculum, students are expected to participate. Information, details and permission forms (if necessary) are all sent home to parents/caregivers well before the planned activity.

FAMILY RECORDS

As it is imperative that the school maintains up to date records, we ask that you notify the school of any change of address, telephone numbers, child's health, etc. Information on file is regarded as confidential and complies with the *Privacy Amendment (Private Sector) Act 2000*. It is for the benefit of your child - e.g. in case of an emergency - that you contact us concerning any changes that we need to make to our family records.

FIRE & EVACUATION DRILLS

A comprehensive evacuation procedure and safety document is revised and implemented at the beginning of each school year. Trained and experienced staff from our local Fire Station assists with the development of our safety plan. Full school fire drills occur regularly to ensure that students and staff are always well prepared in case of an emergency.

FRUIT BREAK

As St Peter's supports and encourages a healthy active lifestyle, students are given an extra break in the morning to enjoy a small fruit or vegetable snack. This break generally occurs directly after daily fitness and is limited in time to reduce the interruption to learning. Fruit snacks should be sent to school ready to eat and able to be consumed without too much mess to avoid further interruptions to learning.

FUNDRAISING

At St Peter's, we rely heavily on fundraising and the support of our P&F in providing the best opportunities for our students. This is particularly important in raising funds for camp. We encourage all parents to be a part of our P&F committee and offer support where possible. Any assistance you can provide (contacts, donations etc.) is greatly appreciated and goes towards securing the future of our school community.





HATS

The school has a strict “no hat, no play” policy. Children will not be allowed to play outside during lunch times if they do not have their hat. Hats will not be lent from the office for lunch time play, nor will parents be contacted to bring hats in. This policy encourages children to care/look for their hat and/or remember to pack it for school the following day.

HEAD LICE

From time to time, head lice infestations occur within groups or classes, especially among children in primary schools. If a head lice problem is identified at school, parents will be contacted and asked to treat the child's hair before returning them to school.

We ask ALL parents to check their children's hair regularly and notify the school office if they detect or suspect their child has head lice. If head lice are detected, parents should not send the child to school until treatment (available from chemists) has commenced.

When the office is notified that a child is suspected of having head lice, a note is sent home with all children in that class asking parents to check, and if necessary, treat their child's hair.

Information about current and effective strategies for detecting and treating head lice is available from the school office. Information also appears in the school newsletter from time to time.

HEALTH & SAFETY OBLIGATIONS OF STAFF AND THE COMMUNITY

Each member of the school community is responsible for ensuring his or her health and safety by:

- complying with health and safety instructions,
- taking action to avoid, eliminate or minimise hazards,
- making proper use of personal protective equipment,
- not wilfully placing at risk the health and safety of own self and others,
- seeking information and advice when necessary,
- being familiar with hazard/accident/reporting and emergency evacuation procedures.

HOLIDAYS

While Catholic schools usually conclude one week earlier than State Government schools at the end of term four each year, this school generally follows the term dates used by the *Department of Education and Training*, and information regarding holidays is communicated clearly each year.

Parents are notified of Pupil Free Days well in advance so that alternate arrangements can be made if necessary.

All important dates are regularly printed in our newsletter.

HOME READING

Students are able to borrow library books and are also assigned reading books as part of their classroom reading plan. Parents will be asked to:

- Listen to their child read each night (Prep–Year 6)
- Encourage and support their child's reading- discuss the book, plot, characters, their opinion
- Model reading themselves
- Read to your child
- Remind children to return books to school on appropriate days (see their classroom teacher)
- Verify that their child has read throughout the week (for example sign reading log)

HOMEWORK

The specific homework policy for your children will depend on the arrangements prepared by the classroom teacher. This information should be forwarded to you in the first weeks of school.

Homework provides an opportunity for children to reflect on and reinforce their learning. It also gives parents a window to what children are doing at school and provides them with one way to be involved in their children's education. Children are expected to have relevant reading, writing and mathematics tasks for the week.

Meeting deadlines, remaining organised and staying on schedule are life skills that children will need for their future. It is therefore imperative that parents maintain a positive and cooperative attitude towards the completion of homework tasks. Children unable to meet homework deadlines without sufficient reasoning from their parents will still be required to complete these tasks.

LOST PROPERTY

On a regular basis, items with clearly marked names are returned to students. **Please ensure that ALL items, especially lunchboxes, hats, water bottles, swimming bags etc. are clearly labelled with your child's name.**

All other items are placed in lost property within the school. Parents and students are invited to check regularly. At the end of each term, all unmarked and unclaimed items will be forwarded to the St. Vincent De Paul Society.

LUNCHES

Parents are reminded that children should be provided with lunches that are healthy and sufficient for the needs of your child. Children are required to show teachers that they have eaten most of their lunch before being released for playtime.

LIBRARY

Your child's classroom teacher should forward information related to the day your child will be borrowing Library books. Usually, Homework and Library books are all due on the same day to assist parents in organising items at home.

MASS TIMES / SCHOOL LITURGIES

Fr John and Fr Jomi from St Patrick's in Ingham come each fortnight for Mass - Wednesday 8.40am. They also provides Mass each week at 7.00am Sundays in St Peter's Church on Scott Street - adjoining the school property.

MATHLETICS

Mathletics is an online program that engages students in challenging and stimulating Mathematics learning. At St Peter's each student is registered to this program through their school fees and it is therefore an expectation that it is used to support and consolidate Mathematics learning. For teachers, this program is a valuable resource as it can be used to specifically target students' individual needs in particular areas of Mathematics. This resource can be used in the classroom as part of mathematics rotations and/or as a homework task.

MEDICAL HISTORY/MEDICATION

The medical history (allergies etc.) of all students are forwarded onto teachers. It is therefore crucial that the office remains updated with the medical history of your child so that we are best prepared to cater for them.

If a child requires medication, it is necessary to get the parent/carer to complete a form with particulars pertaining to the administering of the medication. A teacher or principal must sight the prescription medicine container. When the drug is administered it must be signed for by the person administering the medication. Non prescription medicine such as Panadol or other analgesics must not be given without parent's written permission.

NEWSLETTER

Our newsletter is printed on the Thursday of weeks 2, 5 and 9 of each term. It is a very important means of keeping up to date with the events at our school. In addition to being uploaded onto our website and social media each week, our newsletter is emailed to all families who supply the school with an email address. Please ensure that you carefully read our newsletter each week.

OUT OF BOUNDS

Behind the toilets, the church area and the spare allotment are out of bounds due to security and safety reasons. The sides of the school building are also out of bounds. The netball courts and bike rack area are out of bounds in normal circumstances but may be accessible with teacher on duty permission. Students should not be in classrooms during breaks, before or after school without a teacher in attendance.

MONEY TO BE PAID

When money is to be sent to the school for various events, activities etc., parents are encouraged to send money to school in an envelope bearing: child's name, year level, purpose for money, and amount enclosed. Children give the envelopes to the teacher who mark it off on a class list and/or forward it on to the school office.

PARENT/TEACHER INTERVIEWS

Parent/Teacher interviews occur formally within Term 1 and 3. Your child's class teacher will contact you with a range of convenient interview time options. Please be aware that parents and teachers are encouraged to contact each other at any time should concerns or questions arise.

A Parent/Teacher Information Night is usually conducted at the beginning of each year to allow parents to become familiar with class routines, curriculum and expectations. These meetings are a great way to meet and get to know your child's teacher for the year. Questions are invited at this meeting but an interview is suggested should you need to discuss an issue at length.

PARENT AND CARER VOLUNTEERS

St Peter's Catholic School strives to have active and effective Parent and Carer Volunteers. Parents and carers contribution to school life is significant - members give invaluable assistance to the school and have important roles to play in terms of policy making, fundraising and committee activities. All parents are encouraged to support and become involved whenever possible. Every parent and carer is most welcome.





PERSONAL HYGIENE AND SAFETY

Students at this school will always be encouraged to value cleanliness and general personal hygiene. Regular or persistent cases of students not bathing, wearing dirty clothes, or coming to school with inadequate (or no) food, are routinely reported to various social welfare authorities.

PHOTOS

School photos are taken annually usually in second term. They include whole school, individual, family, and staff. Envelopes are sent home to students to be returned with money on the day the photos are taken. If money is not returned then the child is included in the whole school photo only and a photo is not ordered for that student/family. If families desire photographs after this date then they must contact the photographer directly. Students must wear their correct school uniform on this day.

Photos of important events that occur at St Peter's are regularly uploaded onto our Facebook page. Make sure you 'Like' and 'Follow' our school!

PRAYER AND WORSHIP

Prayer and worship are an integral part of our school life. Within each class, regular opportunities are provided for the children to plan, prepare and participate in prayer and liturgies. Details on special prayer and liturgical events are communicated through relevant classes and via our school newsletter. Parents are welcome and encouraged to attend class celebrations.

REPORTS

Formal reports are prepared for all students at the conclusion of Semester One and Semester Two. Parents will be advised when these are available on Compass in the final weeks of school. Specific dates will be communicated through our newsletter. Parents are encouraged to spend time discussing the report with their child after having read it themselves.

SCHOOL FEES

School fee accounts are forwarded to families each term. Payment can be made in full, or by weekly, fortnightly or monthly instalments. Additional arrangements or concessions for school fees can only be discussed by appointment with the Principal.

Holders of a means tested Australian Government health care or pensioner concession card are entitled to a reduction in tuition fees, however no discount applies to the school levies and additional charges. A current copy of your card must be provided to the school before the reduction can be applied to your family's fees. Please contact the office for further information.

SOCIALS

At different times throughout the year, St Peter's will hold social events, usually in conjunction with the P&F. Please check our newsletter regularly for the times and dates of these events.

SOCIAL MEDIA

Please ensure you follow us through our social media to remain fully up to date with life at our school.

Our social media is intended for **parents and family** and **not for our students**. All social media used by St Peter's uphold a policy that states all members must be at least 13 years of age. Any comments or activity on our social media by students will be immediately removed.

SPORT HOUSE SYSTEM/ SPORTING CARNIVALS

Children are placed in one of two houses-Mercy (Gold) or Capuchin (Blue). These are named after our tradition with the Mercy Sisters and Capuchin Friars. Each child is allocated a house on enrolment and numbers are balanced as accurately as possible.

'Mercy & Capuchin' Days are held each term to celebrate certain events, including athletics. Students are also given opportunities to participate in interschool sporting competitions.

House captains from our Senior class are elected towards the end of the current year and are formally inducted the following year. These captains help coordinate carnivals and morning fitness at our school.





STAFF MEETINGS

Staff meetings are held on Tuesday afternoons. Please be aware that staff may be unavailable on Tuesdays due to this. Any information or concerns should be relayed to the person on duty so it can be passed on.

SWIMMING

St Peter's participates in a swimming program at the Hinchinbrook Aquatic Centre every year. Information will be sent home in the weeks leading up to swimming. Please note that children are exempt on medical reasons alone.

All swimming lessons are fully supervised and conducted by professional coaches supplied by the Aquatic Centre. The students are transported to and from the venue by bus.

TUCKSHOP

Tuckshop is provided every Thursday with menus being released with our newsletter. These are also available at our office. Students are to place their order into the box on the Tuckshop counter on Wednesday morning upon arriving at school. Please ensure their order is correctly labelled. Some additional items may occasionally also be sold over the counter during playtime. This service is kindly provided by our parents and if you are able to help in any way please contact the office.

UNIVERSITY PLACEMENTS

During the school year, St Peter's Catholic School offers placements for university students studying education. These students work with classes under the direct supervision of classroom teachers.

VISITORS TO THE SCHOOL

Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.

All visitors to the school, e.g. guest speakers, delivery/courier people etc. must report to the school office on arrival and must sign the Visitor's Book located in our front office. Visitors are also expected to wear a visitor's badge so that they may be clearly identified. Your co-operation in this matter helps us ensure a safe environment within the school.

The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances. Visitors within the school who have failed to follow this process will be reminded to do so. The Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours. The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

VOLUNTEERS

Interested parents, grandparents and other friends are always welcome at St Peter's Catholic School. You may be able to help in some of the following ways: classroom help, arts and craft, library assistance, tuckshop, gardening, reading programs or sports coaching.

Volunteers are actively encouraged to partake in school activities, and will be invited to do so. Volunteers will be sought formally through the newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity. Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, co-operative and confidential working environment. Volunteers may be sought to assist with school camps and excursions. Volunteers will be required to register at the administration office daily, and wear a visitors badge whilst in the school. Volunteers will be invited to use the staff room facilities.

WORKING BEES

Working bees are an essential part of the school's maintenance and development program. They are held intermittently throughout the year. Working bees focus on maintaining school facilities such as gardens, grounds equipment and developing new resources for the children and wider school community to enjoy.

Working bees are generally coordinated by members of the P&F and/or the Principal, and are only successful because of the voluntary hours given by parents and students.

Working bees are a great place to meet and interact with other families while working towards a better school environment for all students. All parents are encouraged to attend at least one working bee during the year.



St Peter's Behaviour Intervention Levels and Consequences

LEVELS	COMMON BEHAVIOURS	CONSEQUENCES AND ACTIONS
Level 1 - Minor	• Non-compliance • Minor disrespect (calling out, distracting others, wasting time) • Not working to the best of one's ability • Playing unfairly • Misuse of property • Minor inappropriate use of technology • Minor unsafe behaviour • Annoying peers • Incidental swearing	• Intervention Strategies – quiet chat, redirection, reminders and warnings, take a break, give a job, now and then statements, movement and seating • Give a choice • Use Zones of Regulation • Non-verbal cues • Use proximity • Natural consequences
Level 2 - Moderate	• Failure to improve Level 1 behaviour • Persistent, disobedience: nonparticipation, disrespectful to others • Disrespecting the learning environment	• Students have been given two chances to make a good choice about their behaviour • Natural consequences • Time out • Completion of work during lunch time • Conversation with the child before joining peers again • Loss of privileges (camp, swimming lessons, play areas/games) • Record of behaviour details in COMPASS • Parental contact to be made by teacher
Level 3 - Major	• Failure to improve Level 2 behaviour • Flight risk/Leaving school grounds • Bullying behaviour (physical and verbal) • Aggressive behaviour (throwing property) • Physical aggression • Verbal aggression	• Principal Intervention • Police called / Parent contact to be made • Behaviour Book • COMPASS chronical by teacher/ principal • Internal/external suspension • Enrolment review

