

Parent Handbook



St Joachim's Catholic Primary School

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MISSION AND RELIGIOUS EDUCATION

St Joachim's Statement of Religious Character

On Sunday 26th July, 1936, Archbishop Duhig blessed and placed in position the foundation stone of St. Joachim's Church School, Holland Park. The school was finally established by the Sisters of St Joseph in 1938, and is now situated in the Holland Park Mt Gravatt Catholic Parish.

The school was named after St Joachim, husband of St Ann. They are the Patron Saints of Marriage and Grandparents. The tradition of the Church is that Joachim and Ann were the parents of Mary and thus, the grandparents of Jesus. St Joachim and St Ann exemplified faithful commitment and trust in God. On our Feast Day, the grandparents of our students are also celebrated as we acknowledge that the love of Christ can be experienced through the love of families, especially loving parents and grandparents.

While the Sisters of St Joseph are no longer present in our school, the spirit of St Mary of the Cross MacKillop continues to motivate us in all that we do at St Joachim's. We reflect the diversity of the Josephite charism to serve God's mission in the world through prayer and by social justice action. We respond to the needs of our society with a purpose that is underpinned by our school motto, *Ad Majorem Dei Gloriam* - 'For the Greater Glory of God'.

St Joachim's School Vision Statement

St Joachim's School is a Christ centred Catholic community of faith which develops our children to their full potential for the greater glory of God.

St Joachim's School Mission Statement

To realise our vision we will develop:

- respect for God, self and others;
- a Catholic community which teaches, challenges and transforms;
- an inclusive, accepting and nurturing environment that promotes reconciliation and social justice;
- skills for life long learning that prepare and inspire our children for the future; and
- resilience, creativity, individuality and a sense of purpose in our children.

Religious Education

Our religious education program is developed from the Guidelines of the Archdiocese of Brisbane and is a school-based program. The eNews contains information on forthcoming liturgies and celebrations, religious feasts or events. Throughout the year there are opportunities for classes to celebrate the Sacrament of Reconciliation. Students from years four to seven have the opportunity to celebrate Eucharist at the 9.00am Mass on a Friday.

Prayer & Worship

Prayer and Worship play an important part in the life of our school. In class the children pray regularly at morning and afternoon prayer and give thanks before meals. Each classroom has its own prayer space. During the year children learn the age appropriate prayers of the Catholic Church, as well as be encouraged to develop a prayerful relationship with God.

St Joachim's School Prayer

Creator God,

You are the light of our world.

Support us as we strive to let Your light and our light shine for Your greater glory.

Guide us on our journey as we follow in Your ways to nurture and support each other.

Teach us to understand that everyone is important, welcome and respected in St Joachim's school.

Through Your love, unite our hearts, hands and voices as we grow, learn and celebrate life together.

Inspired by Saint Mary MacKillop may we strive to reach out to all those in need.

We make this prayer through the power of the Holy Spirit and in the name of Jesus Christ, Our Lord.

Amen.

Mary Mother of Jesus, pray for us.

St Joseph, pray for us.

St Joachim and St Anne, pray for us.

St Mary of the Cross, pray for us.

Parish Office

The Holland Park Mt Gravatt Parish Office can be contacted on (07) 3349 2280. Office hours are from 8.00am to 4.00pm on Monday to Friday.

Parish Sacramental Program

The sacramental program is run through the Holland Park Mt Gravatt Parish. Should you wish for your child to participate in First Reconciliation, First Eucharist or Confirmation, please contact the Parish Office on (07) 3349 2280.

LEARNING AND TEACHING

Book Lists

Towards the end of each school year a book list for the upcoming school year will be issued to parents. Parents can choose for part or the entire book list to be supplied by the designated school supplier. Alternatively parents can source items on the book list themselves.

Prep students **do not** have a book list. All necessary materials are supplied by the school and parents incur a Prep Levy through their school fees.

Excursions

Each excursion is closely related to class work so all students are expected to attend. An excursions levy is part of the school fees structure. Before making excursions, written permission is sought from parents.

Student Buddy System

Students in our upper school are buddied with students in prep and year one. This is a special program run by our teachers, which gives children a constructive time together. During buddy sessions the students learn and work collaboratively through a variety of activities aimed at building strong bonds of friendship. This program also gives our younger children a sense of belonging and security in the wider school context.

Computers & Internet

Each classroom has a bank of computers with printing facilities. Our library has a full complement of notebook computers, available for student use during weekly library lessons, class sessions and during lunch times. At the start of each year all students must read the 'School Appropriate Use of Computers Form' and have this signed by a parent or care giver before they may use a school computer.

Homework

Homework is assigned to all students in Prep to Year 7. Regular homework is beneficial because it:

- consolidates the work done in class
- fosters self-discipline and independent study habits which children need in secondary school and in later life
- provides parents with an opportunity to be directly involved in their child's formal education.

Parents are asked to check that homework is completed neatly. If homework is not completed for a valid reason, a note explaining the circumstances should be sent to the teacher.

Library

Our modern and air conditioned school library is central to all classrooms. Weekly borrowing gives students access to books appropriate to their age, interest and reading level. Prep to year four students require a library bag before borrowing. This ensures books are protected during transit. All books are borrowed for a period of one week, with the option to extend. If a book is lost or damaged while in the care of a student parents are to advise the school as soon as possible, so replacement arrangements can be discussed.

Swimming

Swimming lessons are conducted for years one to seven and an inter-house swimming carnival is held during Term 4. Swimming lessons are compulsory and a written note from parents is required if students do not participate in swimming lessons.

Children need to bring their togs, towel, sunsafe swim shirt, swimming cap, a pair of thongs and may choose to bring goggles. These items need to be clearly labelled and in a bag also with their name on it. Swimming is levied through the school fee system.

All students will attend the lessons with their class to hear instructions regardless of whether they are swimming or not.

Motor Skills Program

A motor skills perceptual motor program is conducted for all students in the prep year.

Camp

Every year the Year 5, 6 & 7 students are involved in a camp experience as part of the school curriculum.

Reporting Student Learning to Parents

Parents are invited to attend interviews with their child's teacher. Interviews are offered at the end of Term 1. Written reports are provided at the end of Semesters 1 and 2. Parents may request an interview at the end of the year or at any stage by contacting the class teacher for an appointment.

SCHOOL WIDE BEHAVIOUR SUPPORT PROGRAMS

Behaviour Management

Our school has a clear set of school behaviour management procedures. From this, behaviour implementation plans and consequences have been developed. Students who choose not to comply with school rules are given 'time out', during which they are asked to reconcile and 'turn around' their inappropriate choices.

In a case of continued non-compliance or serious one off incidents that are disrespectful, unsafe or jeopardise learning (either for self or others), parents will be contacted. A period of suspension may apply and during this period, parents and caregivers will be asked to address their child's non-compliant behaviour in a positive manner. Conditions for re-entry will apply.

School Rules

The following school rules apply to all our students:

- Speak to please, not to tease
- Hands and feet to ourselves
- What the teacher says we do
- Show respect, give respect, expect respect
- Think safe, act safe, be safe

Brightest Stars

Each week teachers nominate two students who have demonstrated extraordinary efforts in the classroom. These students are known as the '**brightest stars**' and receive a special certificate on assembly. Brightest stars are published in the newsletter preceding the assembly so parents are aware ahead of time.

Playground Stars

Students who are seen by teachers playing well, helping another student or demonstrating some other positive behaviour will receive a 'green card'. The green cards are collected each week and six cards will be drawn from the total. Those students who are drawn from the box will receive a tuckshop voucher. The students' names are published in the following week's newsletter as a '**playground star**'.

Classroom Rules

Each classroom has their own rules set by the class teacher. These class rules reflect our school behaviour management procedures.

School Procedures for Addressing Bullying

Bullying will not be tolerated and we aim to make our children and parents well aware of this. We rely on communication between home and school to overcome bullying.

We believe our pupils have the right to learn in a supportive, caring and safe environment without the fear of being bullied.

Our school defines bullying as a form of behaviour which is usually hurtful and deliberate, often persistent, sometimes continuing for weeks or months. Bullying can occur through several types of anti-social behaviour. It can be:

PHYSICAL: A child can be repeatedly punched, kicked or hit.

VERBAL: Verbal abuse can take the form of name-calling and teasing. It may be directed towards gender, ethnic origin, physical / social disability, or personality.

EXCLUSION: A child can be bullied simply by being excluded from games / discussions / activities, with those they believe to be their friends.

DAMAGE TO PROPERTY OR THEFT: Pupils may have their property damaged or stolen. The bully may use physical threats in order that the pupil will hand over property to them.

Should a case of alleged bullying occur, the Principal or Assistant Principal will be informed immediately and a thorough investigation will take place to establish the facts. If what has happened proves to be *bullying* an incident report form will be completed and the parents of the bully will be informed. The parents of the victim will also be informed.

Our school supports victims of bullying in the following ways:

- Offering an immediate opportunity to talk about the experience with their class teacher, another teacher or member of administration if they choose.
- Informing the victim's parents/guardians.
- Offering continuing support when they feel they need it.

Although our school disciplines bullies, we also try to help bullies in the following ways:

- Talking about what happened, to discover why they became involved.
- Informing the bully's parents/guardians.
- Continuing to work with the bullies in order to eliminate prejudiced attitudes as much as possible.

What are the disciplinary steps taken to deal with bullying?

- Bullies are officially warned to stop offending.
- Bully's and victim's parents/guardians/carers are informed.
- The bully may be excluded from the playground at break and/or lunch times for a period of time deemed appropriate.
- Bullies may be placed on an individual behaviour management plan.
- If the student does not stop bullying "in school" and "out of school" suspension is considered.

Code of Conduct

Our school staff work under the policies and guidelines provided by Brisbane Catholic Education. The Code of Conduct clarifies and affirms the standards of behaviour that are expected of employees, volunteers and students in our school.

The Employee Code of Conduct applies to all employees in our school contracted on a temporary, casual, fixed term, or continuing basis.

The Volunteer Code of Conduct and Student Code of Conduct refer to volunteers and students respectively.

SUPPORTIVE, SAFE & CARING SCHOOL ENVIRONMENT

Medication & Injury Management Procedures

Parents are asked to keep their children at home when they are sick and to notify the teacher if the child has been exposed to any infectious illness, disease or pests. For example, head lice, school sores, conjunctivitis. Parents will be notified if children become ill at school. Children will be cared for until a parent or carer arrives to take them home. If your child has specific health problems, please discuss these with the teacher so they can best help your child.

Medications must be handed in at the **office**. All medicines administered will be recorded daily in the medication book. Medication must be labelled specifically for the child, prescribed by a doctor and be recorded and signed for at the office.

Accidents which require first aid will be recorded in the first aid book and in the Brisbane Catholic Education's online database. At the discretion of the Principal or delegate, parents will be notified of more serious accidents, especially those which require ongoing treatment. If parents cannot be contacted, the school will contact the 'emergency contact person' nominated on the child's enrolment form. An ambulance will be called if your child requires emergency medical treatment.

Emergency Contact Details

At the start of each school year a yellow card is sent home for completion of emergency contact details by parents. It is the parents' responsibility to keep contact details current. Your current contact details are very important to your child's well-being. Should your child be unwell or require urgent medical attention, it is vital the school to be able to contact you immediately.

Emergency Evacuation & Lockdown Procedures

Teachers and children carry out emergency evacuation and lockdown practices each term to ensure safe and efficient evacuation of everyone in case of any emergency. Any parent present at the school when an evacuation occurs must comply with directions of staff.

Dental Service

The Queensland Government dental van transports students to and from the dentist. This voluntarily service is available to Yr 1 – 7 students. Information is available through the school office.

Workplace Health & Safety

At our school we aim to provide a healthy and safe environment at all times. In order to ensure our school maintains a high standard of workplace health and safety, we have a Workplace Health and Safety Committee which meets four times a year. St Joachim's School employs a qualified WH&S Officer for 2.5 hours each week.

Procedures for Infectious Diseases – Exclusion from School

Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children. A copy of the Queensland Government's 'Time Out' poster can be downloaded from www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf. This poster provides information on the recommended minimum exclusion periods for infectious conditions and helps schools, parents and doctors to meet the requirements of the Public Health Act 2005.

Student Protection

Our school implements the Brisbane Catholic Education Guidelines and 'Feeling Safe Strategies' which aim to teach children they have the right to feel safe at all times, both within the school community and beyond.

Sun Safety

All students must wear school hats during break times, on the way to school and from school.

- No Hat - No Play

A student may wear an alternative hat if they have a note of explanation.

Parents are encouraged to apply sunscreen cream on their children before they arrive at school. Parents can supply roll-on sunscreen cream for students to apply before lunch time, sports and other outdoor activities. Roll-on sunscreen cream can be stored in the classroom or in students' bags.

School Procedures for Meeting the Needs of Students with Anaphylaxis

Students enrolled at our school who suffer from significant health problems deserve and require a supportive and flexible school environment that understands and responds to their individual needs. The purpose of these procedures is to minimise the risk of an anaphylactic reaction by students in our care.

We have children attending St Joachim's School who suffer from an anaphylactic reaction to insect bites, peanuts and/or tree nuts. These reactions can be serious and even life-threatening.

The symptoms of anaphylactic shock may include hives, itching, swelling, watery eyes, runny nose, vomiting, diarrhoea, stomach cramps, coughing, wheezing, throat tightness/closing, difficulty swallowing, difficulty breathing, dizziness, fainting, loss of consciousness or a change of skin colour. The most dangerous symptoms are breathing difficulties or a drop in blood pressure, which can be potentially fatal.

At the present time we have a number of students who requires an EPIPEN (automatic injector device to administer adrenalin). As a community we can work together to minimise risks associated with being exposed to foods which trigger such attacks.

School Procedures

- Our school tuckshop will not sell food items containing nuts. This does not apply to foods labelled 'may contain traces of nuts'.
- Food is not allowed to be shared between children.
- Awards of food/sweets will not be given that contain nut ingredients e.g. chocolates.
- Education for students on food allergies and healthy foods is incorporated into the school curriculum.
- Parents and guardians are asked not to include nuts and nut products, especially peanut butter and Nutella, in their child's lunch box.
- We emphasize the importance of hygiene when eating food at home and at school – washing hands.

Whilst the school can never entirely enforce or regulate what comes from home in each child's lunch box, nor where foods contain traces of nut oil, we hope people will assist in working towards minimising the risks and looking at alternatives to nut products.

PARENTAL COMMUNICATION AND INVOLVEMENT IN THE SCHOOL

Parent - Teacher Interviews

Parent - Teacher interviews are held at the end of Term 1 and at other times during the year if the need arises. All interviews must be arranged through the classroom teacher.

Parent - Teacher Information Nights

Parent - Teacher information evenings are held early in the school year to inform parents of the general program and procedures for the year.

eNews

A school eNews is sent to each family every Thursday afternoon. The newsletter can also be downloaded from the school website. Should you wish to make an entry in the newsletter (only with the consent of the Principal) the deadline is 3pm on Wednesday afternoons.

Parents & Friends' Association

The Parents and Friends' Association is an integral part of our school. The Parents & Friends' Association meet in the school library at 7.00pm on the second Tuesday of each month. All parents are invited to attend meetings. The P&F is a dynamic partner in the educative process of our children. A variety of social functions and a school fete are held throughout the year to help raise funds and build a social school community.

All parents are encouraged to take an active part in the P&F.

Pastoral School Board

The Pastoral School Board is comprised of representatives from the school administration team, teaching staff, parents and community.

Its purpose is to advise the Principal on matters of policy and governance, working within a constitution.

Parents Volunteering in the School

Before starting any volunteering, legislation requires all volunteers to complete volunteer forms available at our office. Volunteers who are not parents of children at our school must also obtain a blue volunteer card. The forms to complete a blue card can be found on the website of the Commission for Children and Young People and Child Guardian www.ccypcg.qld.gov.au/index.aspx

Volunteers must also complete the St Joachim's School Volunteer Induction before commencing work with students.

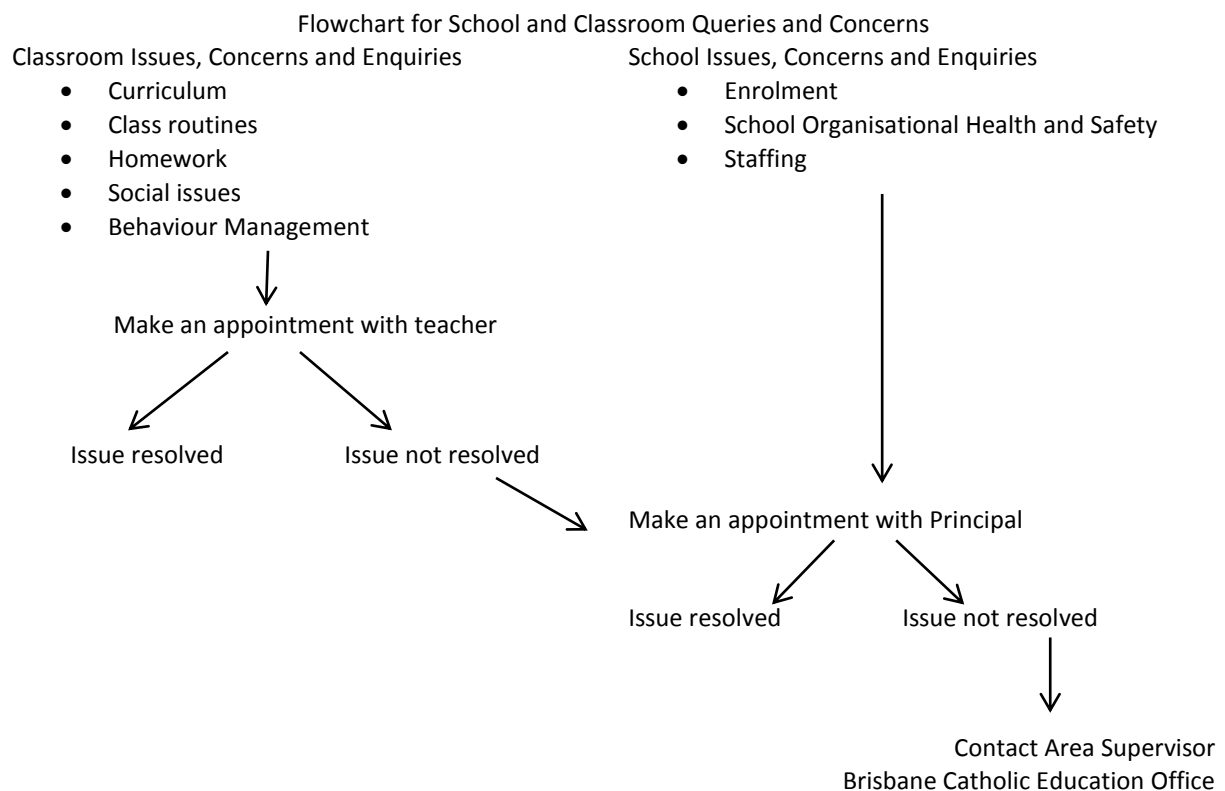
Grievance Procedures for Formal Complaints

Our school acknowledges parents may occasionally have cause to make a complaint about an issue of concern in relation to their child's education.

The Principal and staff of St Joachim's Catholic Primary School are committed to resolving issues raised by parents or guardians in a prompt, positive and open manner. The school provides a grievance procedure for parents for the early resolution of issues through consultation, co-operation and discussion.

Complaints may be received, either verbally or in writing, by any member of the teaching staff. Our school aims to resolve complaints at the first point of contact with a staff member. If a complaint is not resolved at this point, the matter may be escalated to a higher authority (i.e. from teacher to Principal) for resolution.

Generally, complaints regarding specific issues in relation to an individual child should be discussed with the classroom teacher. However, matters related to our school more generally, including issues of school policy, should be discussed with the Principal.



The Principal has final responsibility for the management of all complaints related to school management issues. The Principal will ensure school processes will align with Brisbane Catholic Education's policies and guidelines on the matter.

GENERAL SCHOOL INFORMATION

Absences

Students who have been absent from school parents are requested to email or phone the school office. If a student needs to leave school during school hours (e.g. doctor's appointment) a note to the class teacher and school office is essential beforehand. If an emergency occurs, parents may telephone or come to the office to be identified. The student must be collected at the school office with the Principal's permission, NOT the classroom.

Arriving Late

If a student is late for school they must report to the office. Parents are required to sign the Late Student's Book and the student must take a late slip to the class teacher. This procedure is applicable from 8.30am each school day.

Assembly

Each Monday morning from 8.30am, year seven student leaders lead our school assembly in the undercover area. Special achievement awards for the 'Brightest Stars' and 'Playground Stars' are presented. The weekly 'Brightest Stars' awards are named in the newsletter on the Thursday prior to assembly. Parents and care givers are welcome to join us each week for our assembly.

School Bell Times

Warning Bell (start of school)	8.27am
Start of Day Bell	8.30am
First Break Bell	10.30am
End of First Break Bell	11.00am
Second Break Bell	1.00pm
End of Second Break Bell	1.50pm
End of Day Bell (First Bell)	2.50pm
End of Day Bell	2.55pm

Before school, there is teacher supervision on the large grassed oval and undercover area from 8.15am until the first bell rings at 8.27am. After school there is supervision at each of the pick-up zones until 3.10pm.

Banking

Each Wednesday children have the opportunity to bank with the Commonwealth Bank of Australia. Banking packages are given out early in the school year. Extra packages are available from the school office.

Birthday Celebrations

Birthdays are a special time and it is nice to share this occasion with the class, particularly in the younger grades. It is preferable for individual patty cakes, donuts, ice-blocks or fruit pieces to be sent to school to celebrate birthdays. It can be difficult cutting a cake into 25 slices.

Custody and Access Orders

Copies of custody and access orders (where existing) must be lodged at the school office for inclusion in the child's personal file. These orders will be treated in strict confidence. The Principal must be notified and informed if any changes occur to custody or access notices.

Mobile Phones & other Electronic Equipment

Expensive electronic equipment or games should not be brought to school. Our school will not accept responsibility for the loss or damage of these items. If it is essential for a mobile phone to be brought to school, it must be handed into the Office for safe keeping at the start of the day and collected at the end of the school day.

Lunch – Recommended Food

To give your child the best chance to focus and learn throughout the day, it is important to consider their food for lunch. Every classroom at our school has a fridge for storing children's lunch boxes. This means parents can provide a wide selection of foods knowing it will remain fresh, even in hot weather.

Our school has two eating breaks, the first at 10.30am and the second at 1.00pm. Children are encouraged to eat the bulk of their food at the first break.

Every child is different and their eating behaviours vary, but here are a few suggestions for daily lunch boxes:

- Sandwiches/rolls/wraps with low-sugar spreads, salad, meat, baked beans etc.
- Vegetables/pasta salad
- Fresh vegetables
- Yoghurt
- Fresh or dried fruit
- Plain popcorn
- Savoury muffins
- Pikelets

In keeping with a healthy food approach and for easy access to food, there are some foods our school would prefer not be included in children's lunchboxes, these include:

- Ring pull cans/tins
- Lollies/chocolates
- Soft drink cans
- Difficult to open items eg. yoghurt tubes needing scissors to open
- Items that require heating
- Items with a high sugar/preservative/additive content

St Joachim's is a NUT AWARE SCHOOL. We realise it is impossible to guarantee there will be no nuts (or traces of nuts) in food brought to school.

Outside School Hours Care

We are fortunate that Centacare, a vicariate of the Archdiocese of Brisbane, facilitates an Outside School Hours Care Service for families of St Joachim's School. OSHC provides before and after school care to students from prep to year seven. A note advising the school that students will be attending OSHC on particular days is essential. Students are cared for in the OSHC room, under the admin building. Hours of service are:

- Before school – 7.00am to 8.27am
- After school – 2.50pm to 6.00pm

Children enjoy a number of fun and varied indoor and outdoor activities, supervised by capable, qualified and friendly staff. Please contact the service directly for enquiries or bookings on 3847 9820. For federally funded child care benefits and rebates, parents must apply to the Family Assistance Office.

Parking & Pick Up Zones

Parking is only permitted in drop off zones **outside** the hours of 8am to 9am and 2.30pm to 3.30pm.

At the end of the day the children in prep to year seven, who are not going to OSHC or catching the bus, are walked to one of the two designated pick up/drop off zones. One is located in Yuletide Street and the other in Crown Street. These two areas are supervised by a teacher from 2.55pm to 3.10pm. It is important for all parents collecting children to please wait outside the fenced area.

The following information has been taken from the Brisbane City Council website at www.brisbane.qld.gov.au/traffic-transport/school-transport/school-parking/index.htm and applies to BOTH drop off zones in Crown and Yuletide Streets.



How to use two minute zones

Do:

- move forward as space becomes available. Do not pull out if there is still a car in front of you. Wait until that car moves on and follow it
- ensure children move promptly into the vehicle
- load and unload children only into the first three cars at the head of the line.
- inform grandparents and others who may be collecting the children of our procedures

Do not:

- park for more than two minutes – you can be fined
- call children to the bottom of the queue or across the road

Refrigerators

All classrooms at our school have refrigerators. When the children enter their classroom at the start of each day they are invited to place their lunch box in their class refrigerator.

Enrolment Procedures

St Joachim's Catholic Primary School is a community of children, parents and staff within the Holland Park Mt Gravatt Parish. St Joachim's Catholic Primary School is an inclusive school where enrolment is open to Catholic, and where possible, non-Catholic children. Our enrolment capacity is determined by our physical resources and our ability to cater for the holistic education of each child.

Only children who are aged five by 30 June in the year prior to commencement are eligible for enrolment in year one, the first year of compulsory schooling.

Birth Date	Eligible for Prep	Eligible for Year One
1/7/07 to 30/6/08	2013	2014
1/7/08 to 30/6/09	2014	2015
1/7/09 to 30/6/10	2015	2016
1/7/10 to 30/6/11	2016	2017

The Principal may consider other factors (such as the date of receipt) in determining enrolment offers. At all times, the Principal has the right to approve or refuse an enrolment if the criteria as set by the Catholic Education Council cannot be satisfied.

Preference will be accorded in order of the following criteria, subject to the provision of a baptismal certificate:

- Siblings of students attending St Joachim's Catholic Primary School
- Catholic children living within the boundaries of the Holland Park Mt Gravatt Catholic Parish
- Catholic children living outside the Holland Park Mt Gravatt Catholic Parish
- Children living in the Parish area who are not baptised Catholic
- Children living outside the Parish area who are not baptised Catholic

Enrolment Application Support Process (EASP) for students with disabilities are conducted according to the Brisbane Catholic Education Policy and Guidelines.

School Fees Procedures

The setting of school fee levels is the responsibility of the Principal guided by the policies and levies set by Brisbane Catholic Education.

School fees are sent out each term and may be paid through direct debit, EFTPOS, bank transfer, or via cash/cheque. Please see our office staff for details.

Procedures:

1. Payment of Fees

- 1.1 School fee accounts will be issued in week one of each term and are to be settled within 30 days unless payment is made in instalments or other arrangements are made with the Principal within those 30 days.
- 1.2 Fees may be paid in instalments or by way of direct debit from a suitable financial institution account if it is more convenient for families to do so.
- 1.3 All occasions of leave of absence of a child/ren from school attendance will be paid in full unless the child/ren cease to be enrolled at the school.
- 1.4 Fees will be calculated on a per week pro-rata scale for an enrolment of a student after the first day of term or if a child departs the school before the end of term.
- 1.5 Families seeking short-term enrolment will be required to pay a pro-rata fee negotiated with the Principal.

2. Recovery of Unpaid Fees

- 2.1 In justice to families who pay their school fees regularly and on time, our school will follow up all overdue school fee accounts.
- 2.2 Individual reminder notices for overdue accounts will be issued. However, a prominent general reminder notice will appear in the school newsletter when the accounts are issued.
- 2.3 Parents/caregivers who are unable to pay by the due date are expected to contact the school to make alternative arrangements which respect the principle of reciprocal obligation.
- 2.4 If there is a failure to pay fees within 14 days of the due date, the following action will be taken:
 - 2.4.1 The school may contact the family by phone requesting a meeting to discuss the matter.
 - 2.4.2 If the school cannot resolve the outstanding school fee accounts with the parents/caregivers, debt collection procedures may be undertaken to recover the amounts owing.
- 2.5 The school may cancel an enrolment where:
 - 2.5.1 Outstanding school fee amounts are owing to the school, and
 - 2.5.2 Where satisfactory explanation and fulfilment of agreed payments have not been made.

School Terms

2013		
Term	Dates	Length
Term 1	Tuesday 29 January - Thursday 28 March	9 weeks
Term 2	Monday 15 April - Friday 21 June	10 weeks
Term 3	Monday 8 July - Friday 20 September	11 weeks
Term 4	Tuesday 8 October - Friday 6 December	9 weeks

Student free dates for 2013

- Thursday 24 and Friday 25 January
- Three additional days within the Easter holiday or other negotiated flexible arrangements
- Monday 21 October

2014		
Term	Dates	Length
Term 1	Tuesday 28 January - Friday 4 April	10 weeks
Term 2	Tuesday 22 April - Friday 27 June	10 weeks
Term 3	Monday 14 July - Friday 19 September	10 weeks
Term 4	Tuesday 7 October - Friday 5 December	9 weeks

2015		
Term	Dates	Length
Term 1	Tuesday 27 January - Thursday 2 April	10 weeks
Term 2	Monday 20 April - Friday 26 June	10 weeks
Term 3	Monday 13 July - Friday 18 September	10 weeks
Term 4	Tuesday 7 October - Friday 4 December	9 weeks

Telephone Numbers

School Office – (07) 3397 9087
School Fax – (07) 3847 3066
Outside Hours School Care – (07) 3847 9820
Parish Office – (07) 3349 2280

Tuckshop

Our tuckshop is staffed voluntarily by parents and is fully compliant with the Queensland Government regulations regarding food served in tuckshops/canteens.

The purpose of tuckshop is to provide children with an opportunity to purchase nutritious food for morning tea and/or lunch. Buying from the tuckshop also gives children an opportunity to practise using money.

The school tuckshop is open on Wednesday and orders are taken via an online booking system. Please contact the school office for the web address. Online orders must be completed before 8am Tuesday each week.

A tuckshop price list is available from the office and school website.

Visitors to School

To meet the requirements of Workplace Health and Safety in our school, all visitors must enter the premises by way of the main office. There they must enter their name, time of arrival and location on premises in a visitor's book and collect a visitor's identification card to wear for the duration of the visit. On departure, visitors must sign out, indicate departure time and return the visitor's identification card.

Parents who are on site between 8.30am and 2.55pm must also sign in as a visitor.

When arriving at the administration building please come to the reception area. Our office staff will direct you to other relevant areas within the building.

School Uniforms

The wearing of the school uniform is compulsory at St Joachim's. It gives children a sense of pride and identification with St Joachim's community.

The P&F Association convenes the Uniform Shop which operates Wednesday mornings from 8.00am to 9.00am.

DAY UNIFORM

GIRLS	BOYS
<ul style="list-style-type: none">• Day Dress• Day Blouse• Day Culottes• Hat – broad brimmed• Socks (white/stripe)• Black school shoes	<ul style="list-style-type: none">• Day Shirt• Day Shorts• Hat – broad brimmed• Socks (short grey/stripe)• Black school shoes

SPORTS UNIFORM

GIRLS	BOYS
<ul style="list-style-type: none">• Sports Polo• Sports Knit Shorts• Socks (white sports)• White joggers	<ul style="list-style-type: none">• Sports Polo• Sport Knit Shorts• Socks (white sports)• White joggers

WINTER UNIFORM

As above with:

- Fleecy Sweatshirt
- Zip-front Jacket
- Track Pants (sports days only)
- Bootleg Pants (girls only)
- Tights (girls only)
- Long Pants (boys only)

Click [here](#) to download the latest uniform shop pricing list.

The following school uniform rules are at the discretion of the Principal:

- Students are required to wear the correct school uniform at all times.
- Hats must be worn when outdoors.
- Jewellery is not permitted other than studs for ear rings, a simple crucifix on a chain or a watch.
- Shoes must be cleaned and polished.
- Students should have a neat and reasonable hair style (natural hair colour only).
- Collar or longer length hair must be secured with bands, ribbons or a scrunchie in school colours.
- Make up and coloured nail polish is not allowed.
- Clear nail polish is permitted.

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