Dear Parents,

Welcome to St Stephen’s School, Pittsworth.

The decision to enroll your child in school is an important one, which cannot be taken lightly. The need to be informed and make an informed decision is a responsibility you carry. I hope that this handbook will be an aid in this process for you and that you have an honest and true idea of our school and its operations.

St Stephen’s School is a Catholic school within the Toowoomba Diocese. We are committed to the Gospel values and the development of a Catholic ethos in the context of Pittsworth Parish.

Our school aims to develop the whole person in each child – intellectual, emotional, physical, social and spiritual. This is done in an atmosphere of care and support, with a concept that learning is enjoyable and motivates students. We believe that the learning environment we establish nurtures the gifts your child has.

Schools do not succeed by themselves. Parents have a critical role to play in the education of their child. To this end we like to work in partnership with parents; with teachers providing the lead due to their professional expertise. A co-operative relationship between home and school is extremely important.

Our school is diverse in almost all aspects. Differing religious faiths are present, not just Catholics or Christian. Families of all economic backgrounds are members of our school. We are proud of this diversity and willingly cultivate it.

The school is small and develops the strengths a small school has to offer. Our quality staff know each child by name and character. The personal approach is a strong feature of the teaching and learning process.

Our website, [www.pittsworth.catholic.edu.au](http://www.pittsworth.catholic.edu.au), Facebook page, and Skoolbag app contains important information about St Stephen’s School. Please refer to it regularly.

I trust you will enjoy a long-standing relationship with St Stephen’s School.

Yours sincerely,

Janine Butlin
Principal
School Mission and Vision

ST STEPHEN’S
Catholic School • Pittsworth

“TO KNOW JESUS”
We encourage our children and the school community to live the Gospel Values: equality, compassion and respect in the light of the Josephite charism where we aim to become lifelong learners and celebrate Jesus’ spirit through faith.

“TO INSPIRE LEARNING”
We foster a vibrant environment that equips children with a desire for learning to think critically and creatively to interact and participate in faith contexts and wider society.

“TO RESPECT EACH OTHER”
We encourage children to be confident risk-takers, who are valued for their individual abilities, background and aspirations in order to respect themselves and others.
IMPORTANT DATES FOR 2021

<table>
<thead>
<tr>
<th>Tuesday 19th January</th>
<th>School Office Opens</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues 19th – Mon 25th January</td>
<td>Professional Development Days for Teachers</td>
</tr>
<tr>
<td>Tuesday 26th January</td>
<td>Australia Day</td>
</tr>
<tr>
<td><strong>Wednesday 27th January</strong></td>
<td><strong>First Day of Term 1</strong></td>
</tr>
<tr>
<td>Thursday 15th April</td>
<td>Toowoomba Show Holiday</td>
</tr>
<tr>
<td>Thursday 1st April</td>
<td>Last Day of Term 1 for Students</td>
</tr>
<tr>
<td>Friday 2nd April</td>
<td>Good Friday</td>
</tr>
<tr>
<td>Sunday 4th April</td>
<td>Easter Sunday</td>
</tr>
<tr>
<td>Monday 5th April</td>
<td>Easter Monday</td>
</tr>
<tr>
<td>2nd – 19th April</td>
<td>Easter Holidays</td>
</tr>
<tr>
<td>Monday 19th April</td>
<td>Pupil Free Day</td>
</tr>
<tr>
<td><strong>Tuesday 20th April</strong></td>
<td><strong>First Day of Term 2</strong></td>
</tr>
<tr>
<td>Monday 26th April</td>
<td>Anzac Day Holiday</td>
</tr>
<tr>
<td>Saturday 25th April</td>
<td>ANZAC DAY</td>
</tr>
<tr>
<td>Monday 3rd May</td>
<td>Labour Day Holiday</td>
</tr>
<tr>
<td>Friday 25th June</td>
<td>Last Day of Term 2 for Students</td>
</tr>
<tr>
<td>26th June – 12th July</td>
<td>June/July Holidays</td>
</tr>
<tr>
<td>Monday 12th July</td>
<td>Pupil Free Day</td>
</tr>
<tr>
<td><strong>Tuesday 13th July</strong></td>
<td><strong>First day Term 3</strong></td>
</tr>
<tr>
<td>Friday 17th September</td>
<td>Last day Term 3 for Students</td>
</tr>
<tr>
<td>18th September – 4th October</td>
<td>September/October Holidays</td>
</tr>
<tr>
<td>Monday 4th October</td>
<td>Public Holiday</td>
</tr>
<tr>
<td><strong>Tuesday 5th October</strong></td>
<td><strong>First day Term 4</strong></td>
</tr>
<tr>
<td>Friday 3rd December</td>
<td>Last day of school year</td>
</tr>
<tr>
<td>Wednesday 8th December</td>
<td>School Office Closes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>LENGTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM 1</td>
<td>Wednesday 27th January – Thursday 1st April</td>
<td>10 weeks</td>
</tr>
<tr>
<td>TERM 2</td>
<td>Tuesday 20th April – Friday 25th June</td>
<td>10 weeks</td>
</tr>
<tr>
<td>TERM 3</td>
<td>Tuesday 13th July – Friday 17th September</td>
<td>10 weeks</td>
</tr>
<tr>
<td>TERM 4</td>
<td>Tuesday 5th October – Friday 3rd December</td>
<td>9 weeks</td>
</tr>
</tbody>
</table>
Parish Priest: Fr Thomas Areekuzhy
Principal – Janine Butlin
APRE – Fiona Drew
Middle Leader – Kristy Cameron

Teaching Staff

- Year 6 – Anna Lee
- Year 5 – Suellen Dennis/Kristy Cameron
- Year 4 – Danielle Conway
- Year 3 – Fiona Drew/ Belinda Phillips
- Year 2 – Jacqueline McGlashan
- Year 1 – Lucy Norman
- Prep – Ellen Witham
- Learning Support Teacher: Deanne Olischlager
- Health and Physical Education Teacher – Kirsty Ostwald
- Indonesian Teacher – Suellen Dennis - Semester 2
- Music Teacher – Suellen Dennis - Semester 1
- Teacher Librarian – Trudi Burgess

Aides/ Support Staff

- Jodie Ferguson, Tanya Ford, Simone Porter
- Allana Adams – Prep Aide
- Kym Norman – Prep Aide
- Howard Schefe – School Groundsman
- Helen Wright – School Cleaner

Administration Staff

- Samantha Meara – School Administration Officer
- Debbie Thompson - School Administration Officer
- Kathy Follington – Library Aide
- Nicole Byford- Health and Safety Officer
FEES & LEVIES

Fees are used for administration costs for the general running of the school, such as rates, electricity, telephone, insurance, contract cleaning, security, salaries etc.

Excursion and Incursion Levy ($90 per student) provides a budget to engage the many services required as part of school life, eg:

Swimming tuition

Incursions (programs at school) e.g. Arts Council, Cultural infusions program, Excursions

Building Fund Levy is used to finance loan repayments as part of our Master Plan. The on-going improving and refurbishing of the school environment is a necessary and a mandatory part of school life today to enable St Stephen’s to continue to offer quality education in a supportive learning environment. The level of contribution has been set at $148 for 1 child, $156 for 2 children, $168 for 3 children and $176 for 4 or more children as we continue to improve and “future-proof” our school in line with up to date learning and physical environments for our children in the 21st century.

Parents and Friends Levy ($120 family) covers:

Playground upkeep/projects
Library projects
Reading books
Technology resources
Support school’s strategic plan

Accounts are sent home quarterly, once per term of the school year.

TCSO Levy is $16 per student

TUITION FEES

Tuition Fees 2021

<table>
<thead>
<tr>
<th>Tuition Fees</th>
<th>Incursion/Excursion</th>
<th>Building Levy</th>
<th>P&amp;F Levy</th>
<th>TCSO Levy - $16 per student*</th>
<th>2020</th>
</tr>
</thead>
</table>
| One Child    | $1,116.00          | $90.00        | $148.00  | $120.00                     | $16.00 | $1,490.00
| Two Children | $2,028.00          | $180.00       | $156.00  | $120.00                     | $32.00 | $2,516.00
| Three Children | $2,808.00      | $270.00       | $168.00  | $120.00                     | $48.00 | $3,414.00
| Four or more | $2,808.00          | $360.00       | $177.00  | $120.00                     | $64.00 | $3,528.00

| One Child    | $1,116.00          | $90.00        | $148.00  | $120.00                     | $16.00 | $1,490.00
| Term 1       | $279.00            | $22.50        | $37.00   | $30.00                      | $4.00  | $372.50
| Term 2       | $279.00            | $22.50        | $37.00   | $30.00                      | $4.00  | $372.50
| Term 3       | $279.00            | $22.50        | $37.00   | $30.00                      | $4.00  | $372.50
| Term 4       | $279.00            | $22.50        | $37.00   | $30.00                      | $4.00  | $372.50
### PROCEDURES & REGULATIONS

#### ABSENTEEISM
Regular attendance by each child is necessary for satisfactory results. Therefore, parents and school assume responsibility for regular attendance. In the event of absence, parents are asked to make a telephone call on the morning of the child’s absence or write a note to the child’s class teacher if the absence is known in advance or email.

A note signed by a parent/guardian is necessary if you wish your child to leave the school early for any reason, as the school has a moral obligation to be able to account for each child during the school day.

#### ACCIDENT AND SICKNESS
The school has a First Aid Kit to deal with minor accidents, which occur in the playground. In cases of more serious accidents, the parents/guardians of the child involved will be notified by telephone. If the parent wishes, the child can be transported to the doctor by Ambulance. In the school office, there is a Medical Record consisting of information such as home, work and emergency telephone numbers, illnesses and disabilities, etc, for each child. Parents can help their child and assist staff members greatly by keeping these records up-to-date and immediately informing them of any changes. The School requires school action plans issued by doctors for example: Asthma and Anaphylaxis, please ensure that these are kept up to date.

#### ASSEMBLY & PARADE
The mornings start with the bell ringing at 8.45am. Students assembling for parade on Monday morning & Friday, after morning tea in the Sport’s Hall for school prayer, saluting the flag and notices. On most Wednesday afternoons at 2:30pm, the students will gather for a weekly Assembly at which ribbons are presented for “Student of the Week”. Parents are welcome to attend Assembly in the MacKillop Hall.

#### BANKING
The Commonwealth Bank offers banking at school. This is recorded electronically at school, then taken to the bank and processed. Banking day is THURSDAY. Information is distributed to Prep and Year 1 children at the beginning of the year. Account Opening
Kits are available from the school office or contact can also be made at the Pittsworth branch to arrange an account.

**BUSES**
There is a designated bus zone for the drop off and pick up of students. Children remain with a teacher on duty until their bus arrives. Please ensure your child is aware if they will not be on the bus. A bus roll is taken at the end of the day and given to the teacher on duty to avoid any confusion. Please contact the school to inform us of any changes.

**EVALUATING & REPORTING**
We report formally using a Report Card twice a year – at the end of Semester I and at the end of Semester II. There are Parent/Teacher interviews during Terms 1 and Term 3.
If any other concerns arise during the year, the classroom teacher will contact the parents to discuss action, which needs to be taken. Parents are always welcome to make a time to see the classroom teacher if they have anything they would like to discuss.

**EXCURSIONS, CAMPS, TRIPS**
Classes may go on an excursion to supplement work, which is being explored in the classroom.
Each year the leaders of the school (Year 5 & 6) students attend a camp. The cost for this is usually about $400. During the year the students fundraise to supplement this.

**GRADUATION**
Each year we celebrate the Year 6 students’ Graduation with an end-of-year Mass and Dinner. All school families are invited to the Graduation Mass held at the St Stephen’s Church.

**FAITH EDUCATION**
Our Education in Faith programs for Prep to Year 6 follow the guidelines approved by the Bishop of Toowoomba.

Prayer and liturgy are part of our school life. Religious Education forms an integral part of our school curriculum. St Stephen's Catholic School has its own school-based Religious Education Program, which was developed by the teachers at this school and based on the approved guidelines. Co-ordination of the Program is the specific responsibility of the Acting Assistant to the Principal – Religious Education.

Because we believe that our faith affects every aspect of our lives and those of the children we teach, our Religious Education permeates through all subject areas. Participation in school liturgies, class Masses, Sacramental programs and local community functions assist us in linking our faith and culture. Our school policies are based on the gospel values of love, honesty, justice, reconciliation, forgiveness, compassion and charity.

Each class celebrates a prayer liturgy at least once a term. All children are encouraged to participate in the liturgical celebration in some way. Parents are invited to join in these celebrations.
Whole-school celebrations are planned for major Church feasts and school events: Beginning of the School Year; School Family Mass, Easter, School Feast Day, End of Year

Prayer is said at the beginning of each school assembly and throughout the day in class:
   Eg. Morning Prayer
   Prayer before and after Lunch
   Dismissal Prayer

HEAD LICE
If you find your child has head lice, you will need to check with the chemist on the full treatment. You will also need to let office staff know so that we can alert other parents.

HOMEWORK
Homework may be set for all year levels but the work itself and its frequency will be geared towards the capabilities of the children and range in difficult from the collection of pictures for charts to the compilation of written reports supported by pictures, maps, diagrams, etc. The School Board has developed a Homework Policy, which can be found on the School website. A hardcopy is available at the school office.

INFECTIOUS DISEASES

Listed below is a table for procedure to be adopted by parents in the case of your child contracting these various diseases or infections:-

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>PERIOD OF EXCLUSION FOR SUFFERERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Should be excluded for 7 days after the beginning of the illness or until the last lesion has healed.</td>
</tr>
<tr>
<td>Measles</td>
<td>Should be excluded for at least 7 days from the appearance of the rash or until a Medical certificate of recovery is issued.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>As for measles.</td>
</tr>
<tr>
<td>Ringworm &amp; Impetigo (School Sores)</td>
<td>If suitably covered, may attend school.</td>
</tr>
<tr>
<td>Diarrhoea and/or vomiting</td>
<td>Exclude until there has not been a loose bowel motion for 48hrs.</td>
</tr>
</tbody>
</table>

KEY LEARNING AREAS

The curriculum followed by St Stephen's Catholic School is guided by the Australian Curriculum Key Learning Areas (KLAs) of: Religious Education; English; Mathematics; Science; History; Geography; The Arts; Technology; Languages Other Than English; and Health and Physical Education. The setting and maintaining of high academic standards are the shared responsibility of the Class Teachers and the Principal.
LEARNING SUPPORT
A Learning Support Teacher is available to help students by:-
- Diagnosing learning problems
- Planning for individual children and small groups
- Planning with classroom teachers
- Planning and organising resources
- Referring students through the Principal to other agencies for specialist help.

LIBRARY
At St Stephen’s, the Library is a resource centre which enriches the educational development of the students and aids the teachers in resourcing units of work.

Children are encouraged to borrow from the Library and are requested to bring and use a borrower’s bag. These library bags are available at Condamine Clothing

LOST PROPERTY
Lost property is kept outside the Meeting Room in a blue wheelie bin.

NEWSLETTERS and NOTICES
Newsletters are sent home every fortnight on Wednesdays via email. It is also published on our school website: www.pittsworth.catholic.edu.au and via Facebook.

Special news from home is always welcome, eg. the birth of a new baby or a child receiving a special sporting/cultural award.

PARENT PARTNERSHIP FORUM
St Stephen’s welcomes the involvement of parents in all aspects of school life and commits to nurturing active partnerships with families and facilitating opportunities for parents to participate in the life of the school community. The students’ learning journey is enriched through positive and reciprocal relationships.

Parent Partnership Forum is formal collaboration between parents and schools which honors the place of parents in the life of schools and provides a more effective and realistic avenue for the voice of parents to contribute to school planning and decision making.

SCHOOL PICK UP
All children should be collected from the undercover eating area, we ask that no parent stands outside of the classrooms before the end of school bell goes as this is very distracting to students. If you have a child in Prep parents are to wait in the eating area until the bell goes and then walk over to the Prep playground for collection.

WEEKEND ACCESS
The school is private property and as such, NO child should use the school or its facilities on the weekend, or during holiday time. This protects our school from any legal liability that might arise should an accident occur.
SCHOOL UNIFORM
It is expected that a correct and neat school uniform be worn at all times. A school uniform can help instil in children a sense of pride and identity with the whole school community. Please note:
- Children are encouraged to take pride in their own personal appearance. There must be neatness of uniform, shoes cleaned etc.
- School uniforms, including hats, are to be worn by the children when outdoors.
- Hair below collar length is to be tied back
- Ribbons, hair bands, slides, etc, are to be green or gold.
- Jewellery is to be kept to a minimum (eg a wrist watch). Apart from medical reasons, bracelets, necklaces and rings should not be worn at school.
- If ears are pierced, one small, plain stud or sleeper per ear may be worn in the lower ear lobe.
- No other facial rings are to be worn.
- No lipstick, nail polish or eye make-up is to be worn.
- Manners should reflect our Christian concern for one another.
A full uniform list can be found at the back of this handbook.

TUCKSHOP
Tuckshop is held each Wednesday. The parents run it voluntarily. A roster is made up of parents to work or donate. This is sent home and it is printed in the Newsletter. A tuckshop price list will also be sent home early in the year. Students give their lunch order, written on a brown paper bag, with their money to parent collectors in the morning. The students buy their morning tea.

PHYSICAL EDUCATION
At St Stephen’s, all children from Years Prep – 6 participate in a school-based physical education program which will occur on Thursdays. Students are to wear their sports uniform. We offer a wide range of sports in order to develop basic skills and interests in a variety of areas. Children participate in some intra and inter school competitions including swimming, athletics, cross country, tennis, netball, touch football, basketball, soccer and rugby league. Swimming lessons are held during school in Term Four. Emphasis will be on participation rather than winning.

Students are allocated a sporting team at the time of their enrolment. The teams and colours are MacKillop (Green) and Ryan (Gold). Teams are for both swimming and athletics carnivals each year. Brothers and sisters are in the same team.
TRANSFER TO ANOTHER SCHOOL
If your child is transferring to another school you will need to collect an Exit Note from the school office.

BELL TIMES

<table>
<thead>
<tr>
<th>CLASS TIMES</th>
<th>THURSDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Bell: 8:45am</td>
<td>First Bell: 8:45am</td>
</tr>
<tr>
<td>Classes Begin: 8:50am</td>
<td>Classes Begin: 8:50am</td>
</tr>
<tr>
<td>Morning Tea: 10:50am – 11:10am</td>
<td>Morning Tea: 11:05 – 11:25am</td>
</tr>
<tr>
<td>Lunch: 1:10pm –1:50pm</td>
<td>Lunch: 12:55–1:35pm</td>
</tr>
<tr>
<td>Classes finish: 3:10pm</td>
<td>Classes finish: 3:10pm</td>
</tr>
</tbody>
</table>

Children are welcome to come to school at 8.30am when playground supervision begins.
**GIRLS UNIFORM**  
AVAILABLE FROM CONDAMINE CLOTHING-PITTSWORTH

**Formal Uniform (Monday, Wednesday & Friday)**
- Green check overblouse with action back
- Bottle green skirt (if sewing this yourself use Sutton’s Pattern No 202)
- All white ankle socks
- All black leather jogger or all black leather school shoes
- School Hat

**Sports Uniform (Tuesday & Thursday)**
- Bottle Green skirt (if sewing this yourself use Sutton’s Pattern No 202)
- Yellow & green school polo shirt with school name
- Bottle Green “Gliders” Bike Shorts - Cotton/Lycra
- All white ankle socks
- All black leather jogger
- School Hat

**BOYS UNIFORM**  
AVAILABLE FROM CONDAMINE CLOTHING-PITTSWORTH

**Formal Uniform (Monday, Wednesday & Friday)**
- Green school shirt
- Grey Stubbies shorts  
  - Stubbies Style BCS37NO or BCS57OO
- Grey ankle socks
- All black leather jogger or all black leather school shoes
- School Hat

**Sports Uniform (Tuesday, Thursday)**
- Bottle Green Stubbies shorts  
  - Stubbies Style BCS37NO or BCS57OO
- Yellow & green polo shirt with school name
- All white ankle socks
- All black leather jogger
- School Hat
- Long sleeve Polo shirt

**WINTER UNIFORM OPTIONS**  
AVAILABLE FROM CONDAMINE CLOTHING-PITTSWORTH

- Bottle Green tights
- Bottle green tracksuit pants - Stubbies Pants Style BCP11
- Long Sleeve Polo Shirt (optional)
- Bottle green skivvy (to be worn under shirts)
- Bottle green v-neck fleecy pullover with school crest
- School Jacket with school crest
The Dreaming Story
of St Stephen’s School
by Azer Murua Djerri Mulaty