



All Souls St Gabriels School

CHARTERS TOWERS • #ASSG100

# JUNIOR SCHOOL PARENT HANDBOOK

**ASSG School Inc**

**CRICOS Provider #:02025G**

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# Junior School Welcome

This handbook is designed to assist you to become familiar with the Junior School and its operation. Junior School staff pride themselves in being approachable, caring and at all times, highly professional. Therefore, if after having read the handbook you have any further questions please do not hesitate to ask your child's classroom teacher.

Parents are a child's first teacher and we acknowledge the important role parents play in the education of their child. Consequently, the link between home and school is of vital importance. We urge all parents to feel very much a part of the school community because your child will benefit from your interest in their education.

Our desire is to give every child the opportunity to develop to the best of their ability. Being a Christian School, it is also important to us that our students develop as well-rounded, caring and responsible citizens. We look forward to working with you and your child, to achieve these goals.

## 2020 Junior School Staff Directory

 <p><b>Tina Akers</b> Head of Junior School <a href="mailto:takers@allsouls.qld.edu.au">takers@allsouls.qld.edu.au</a> 4788 2242 or 4788 2251 Mobile: 0418735858</p>	 <p><b>Debbie Weston</b> Administration Officer <a href="mailto:juniorschool@allsouls.qld.edu.au">juniorschool@allsouls.qld.edu.au</a></p>	 <p><b>Melissa Browne</b> Health and Physical Education Teacher Sport Co-ordinator <a href="mailto:mbrowne@allsouls.qld.edu.au">mbrowne@allsouls.qld.edu.au</a></p>	 <p><b>Melita Dunn</b> LOTE (German) Teacher <a href="mailto:mdunn@allsouls.qld.edu.au">mdunn@allsouls.qld.edu.au</a></p>
 <p><b>Tonya Peagham</b> Pre-Prep Teacher Service Director <a href="mailto:tpeagham@allsouls.qld.edu.au">tpeagham@allsouls.qld.edu.au</a> 4788 2243</p>	 <p><b>Rachel Marshall</b> Prep <a href="mailto:rmarshall@allsouls.qld.edu.au">rmarshall@allsouls.qld.edu.au</a></p>	 <p><b>Deb Sellers</b> Music Teacher Learning Support <a href="mailto:dsellers@allsouls.qld.edu.au">dsellers@allsouls.qld.edu.au</a></p>	 <p><b>Beth Silverwood</b> Learning Support Teacher Librarian <a href="mailto:bsilverwood@allsouls.qld.edu.au">bsilverwood@allsouls.qld.edu.au</a></p>
 <p><b>Janita Reardon</b> Year 1 <a href="mailto:jreardon@allsouls.qld.edu.au">jreardon@allsouls.qld.edu.au</a></p>	 <p><b>Laura Heuir</b> Year 2 (After School Dance) <a href="mailto:lheuir@allsouls.qld.edu.au">lheuir@allsouls.qld.edu.au</a></p>	 <p><b>Desley Fittock</b> Teaching Assistant After School Activities Semester 1, 2020 <a href="mailto:dfittock@allsouls.qld.edu.au">dfittock@allsouls.qld.edu.au</a></p>	 <p><b>Sally Clark</b> Teaching Assistant <a href="mailto:sclark@allsouls.qld.edu.au">sclark@allsouls.qld.edu.au</a></p>
 <p><b>Peta Miliauskas</b> Year 3 <a href="mailto:pmiliauskas@allsouls.qld.edu.au">pmiliauskas@allsouls.qld.edu.au</a></p>	 <p><b>Jane Turner</b> Year 4 <a href="mailto:jturner@allsouls.qld.edu.au">jturner@allsouls.qld.edu.au</a></p>	 <p><b>Colleen Limkin</b> Pre-Prep Educator After School Care Little Souls <a href="mailto:climkin@allsouls.qld.edu.au">climkin@allsouls.qld.edu.au</a></p>	 <p><b>Jenelle Cragg</b> Pre-Prep Educator After School Care <a href="mailto:jcragg@allsouls.qld.edu.au">jcragg@allsouls.qld.edu.au</a></p>
 <p><b>Jane Dickson</b> Year 5 <a href="mailto:jdickson@allsouls.qld.edu.au">jdickson@allsouls.qld.edu.au</a></p>	 <p><b>Peter Turner</b> Year 6 <a href="mailto:pturner@allsouls.qld.edu.au">pturner@allsouls.qld.edu.au</a></p>	 <p><b>Jess Twine</b> After School Activities (Maternity Leave until Semester 2, 2020) <a href="mailto:jwalker@allsouls.qld.edu.au">jwalker@allsouls.qld.edu.au</a></p>	<p><b>GAP STAFF</b> <i>Provide support teaching and learning in our classrooms including German, Physical Education lessons, as well as Sporting Events and School Excursions.</i></p>
 <p><b>Brother Nathan</b> Chaplain <a href="mailto:brnathan@allsouls.qld.edu.au">brnathan@allsouls.qld.edu.au</a></p>	 <p><b>Leslie Croker</b> Instrumental Music and Choirs <a href="mailto:lcroker@allsouls.qld.edu.au">lcroker@allsouls.qld.edu.au</a></p>	<p><i>As much of our communication is sent home via email, please advise the School if your email address has changed so that we can update our records.</i></p> <p><i>Additionally, if you are not receiving information from the School, please let us know ASAP so that we can remedy the situation.</i></p> <p><i>Please don't hesitate to contact us if you have any questions or concerns.</i></p> <p><a href="mailto:juniorschool@allsouls.qld.edu.au">juniorschool@allsouls.qld.edu.au</a></p>	



# ASSG100

All Souls St Gabriels School  
CELEBRATING  
100 YEARS IN 2020

## TERM DATES 2020

TERM 1 (10 weeks)		
<b>Staff Days</b>	Monday 20 (new staff only), Tuesday 21, Wednesday 22, and Thursday 23 January 2020	
Non School Day	Friday	24 January
Australia Day Public Holiday	Monday	27 January
Travel Day - Boarders Return	Tuesday	28 January
First Day of Term 8.15 am	Wednesday	29 January
Classes End 3.00 pm	Thursday	2 April
Boarders Travel Day	Friday	3 April
TERM 2 (Good Friday 10 April, Easter Monday 13 April) (10 weeks)		
Travel Day - Boarders Return and Parent Teacher Interviews	Monday	20 April
First Day of Term 8.15 am	Tuesday	21 April
<b>Anzac Day Service and March</b>	<b>Saturday</b>	<b>25 April</b>
<b>Normal School Day (Labour Day)</b>	<b>Monday</b>	<b>4 May</b>
Classes End 3.00 pm	Thursday	25 June
Boarders Travel Day & Staff Reporting Day	Friday	26 June
TERM 3 (9 weeks)		
Travel Day - Boarders Return and Parent Teacher Interviews	Monday	20 July
First Day of Term 8.15 am	Tuesday	21 July
<b>School Closed for CT Show Public Holiday</b>	<b>Tuesday</b>	<b>28 July</b>
Classes End 3.00 pm	Thursday	17 September
Boarders Travel Day	Friday	18 September
TERM 4 (8 weeks, 7 weeks - Year 12)		
Queen's Birthday Public Holiday	Monday	5 October
Travel Day - Boarders Return & Parent Teacher Interviews	Tuesday	6 October
First Day of Term 8.15 am	Wednesday	7 October
<b>Preliminary Prize Giving</b>	<b>Thursday</b>	<b>19 November</b>
<b>Awards Day</b>		<b>20 November</b>
<b>Valedictory Dinner</b>		<b>20 November</b>
Classes End Year 12	Friday	20 November
Classes End Pre-Prep to Year 11	Wednesday	25 November
Boarders Travel Day	Thursday	26 November
Staff Day	Friday	27 November

# All Souls St Gabriels School

## **Board of Directors**

The School is an Incorporated Body (All Souls St Gabriels School Inc.) run by a School Board which is responsible for endorsing policies and overseeing the management of the School. The Board is a representative of those groups interested in the School – Past Students, Past and Present Parents, Brotherhood of St Barnabas, St Gabriels Board of Governors and the local community. Mrs Diane Alford, a past parent and local grazier, is the current Chairperson. The Headmaster attends all Board Meetings and any communication with the Board should be through the Headmaster.

## **All Souls St Gabriels Past Student Association Inc.**

This Association was formed from the amalgamation of the All Souls Old Boys' Association and the St Gabriels Old Girls' Association. Membership to the All Souls St Gabriels Past Students Association Inc. is not confined to past students. Parents and other friends of the School are also able to join. Its main activity is to support the School. The Annual Reunion is usually held in October. As of 2000, all past students of the School have had their \$100 original School Deposit handed to the Association as Life Membership.

## **All Souls St Gabriels Parents and Friends Association**

The School has an active Parents and Friends Association (P & F). Any assistance you may be able to offer would be appreciated.

## **Junior School Support Group**

- The Junior School Parent Support Group (JSSG) is a sub group of the Parents and Friends Association. It is an important group of parents who work towards raising funds for the benefit of Junior School. Over the years they have provided many necessary educational resources for the School, as well as items that improve the children's school environment. The Support Group meets regularly and an open invitation is extended to all parents to attend. It is acknowledged that many working parents find it difficult to attend these meetings. However, if you are able to help in any way, such as sharing fund-raising ideas, or selling raffle tickets, please contact the Junior School Administration [juniorschool@allsouls.qld.edu.au](mailto:juniorschool@allsouls.qld.edu.au)

## **Students Leaders**

Every year we call upon the Year 6 class to take on extra responsibilities and to display their leadership qualities. The students and staff elect two Junior School Captains and Vice Captains. These students may be asked to represent the School at community events, give a vote of thanks to visitors and assist teachers at School events and activities. The School Captains present a report on Speech Day.

House Captains are also chosen by the staff and students and represent their House at Inter-House Cross-Country, Athletics and Swimming carnivals. The Arts, Environmental and Service Prefects are also elected by the students and staff. A Junior School Chapel Prefect will also be appointed to liaise with the School Chaplain.

## Contact Information

Headmaster  
 Head of Junior School  
 Pre-prep  
 Prep  
 Year 1  
 Year 2  
 Year 3  
 Year 4  
 Year 5  
 Year 6  
 Health and Physical Education  
 Music  
 German  
 Library/Learning Support  
 Learning Support  
 Chaplain  
 Junior School Admin Officer  
 Junior School Office  
 ASSG Administration  
 School Postal Address  
 School Address

Mr Darren Fleming [dfleming@allsouls.qld.edu.au](mailto:dfleming@allsouls.qld.edu.au)  
 Mrs Tina Akers [takers@allsouls.qld.edu.au](mailto:takers@allsouls.qld.edu.au)  
 Tonya Peagham [tpeagham@allsouls.qld.edu.au](mailto:tpeagham@allsouls.qld.edu.au)  
 Mrs Rachel Marshall [rmarshall@allsouls.qld.edu.au](mailto:rmarshall@allsouls.qld.edu.au)  
 Mrs Janita Reardon [jreardon@allsouls.qld.edu.au](mailto:jreardon@allsouls.qld.edu.au)  
 Mrs Laura Heuir [lheuir@allsouls.qld.edu.au](mailto:lheuir@allsouls.qld.edu.au)  
 Miss Peta Miliauskas [pmiliauskas@allsouls.qld.edu.au](mailto:pmiliauskas@allsouls.qld.edu.au)  
 Mrs Jane Turner [jturner@allsouls.qld.edu.au](mailto:jturner@allsouls.qld.edu.au)  
 Mrs Jane Dickson [jdickson@allsouls.qld.edu.au](mailto:jdickson@allsouls.qld.edu.au)  
 Mr Peter Turner [pturner@allsouls.qld.edu.au](mailto:pturner@allsouls.qld.edu.au)  
 Miss Melissa Browne [mbrowne@allsouls.qld.edu.au](mailto:mbrowne@allsouls.qld.edu.au)  
 Mrs Deb Sellars [dsellars@allsouls.qld.edu.au](mailto:dsellars@allsouls.qld.edu.au)  
 Mrs Melita Dunn [mdunn@allsouls.qld.edu.au](mailto:mdunn@allsouls.qld.edu.au)  
 Mrs Beth Silverwood [bsilverwood@allsouls.qld.edu.au](mailto:bsilverwood@allsouls.qld.edu.au)  
 Mrs Martina O'Reagain [moreagain@allsouls.qld.edu.au](mailto:moreagain@allsouls.qld.edu.au)  
 Brother Nathan James [brnathan@allsouls.qld.edu.au](mailto:brnathan@allsouls.qld.edu.au)  
 Mrs Debbie Weston [juniorschool@allsouls.qld.edu.au](mailto:juniorschool@allsouls.qld.edu.au)  
 07 4788 2242  
 07 4787 1433  
 P O Box 235, Charters Towers QLD 4820  
 30 Dr George Ellis Drive, Richmond Hill, QLD 4820

## Daily Routines (Monday to Friday)

8:25am	Morning bell
8:30am to 9:15am	Period 1
9:15am to 10:00am	Period 2
10:00am to 10:25am	Morning Tea
10:30am to 11:15am	Period 3
11:15am to 12:00pm	Period 4 (Period 4 & 5 may be combined and commence at 10:50 to 12:20)
12:00pm to 12:20pm	Period 5
12:20pm to 1:15pm	Lunch
1:20pm to 1:30pm	This is time for the students to regroup in the class before Specialist lessons commence Period 6
1:30pm to 2:15pm	Period 6
2:15pm to 3.00pm	Period 7

## Guidelines for Student Behaviour

- Our founder decreed that we should seek to facilitate the growth of students in mind, body and spirit. As a Christian School, we always work through and on behalf of the Christian ethos.

All Souls St Gabriels Junior School aims to uphold the rights of teachers to teach and students to learn in a safe, supportive and respectful environment. Fundamental to learning is an attitude of self-respect and respect for others and property. These attitudes will be enhanced by courteous, respectful and tolerant behaviour that is modelled in all areas of the School.

The Junior School students are encouraged to demonstrate **respect** for self, others and the environment by adhering to the Junior School Code of conduct:

### ASSG Code

- The Junior School staff and students worked together to develop the ASSG Code. This code helps the students to remember the important things about being a student at All Souls St Gabriels School. Each letter of ASSG represents something important that we need to remember to guide us through our learning and play. **A**lways learning, **S**taying safe, **S**erving others and **G**oing forward.

### Expectations

All students are to:

- Attend from 8:25am until 3:00pm (or until the scheduled end of the School day).
- Wear the correct uniform.
- Comply with the requested dress requirements when attending School functions.
- Leave the School premises by 3:30pm on normal weekdays unless a Boarder or signed into After School Supervision (After School Care Pre-prep – Year 1 or After School Activities Year 2 – Year 6).

Students of All Souls St Gabriels School are to be committed to:

- Being punctual and prepared to work.
- Showing respect for themselves and for others.
- Demonstrating safe behaviour at all times.
- Co-operating with all members of the community.
- Exhibiting pride in all actions and attitudes.
- Being responsible for their own learning.

## Houses

- On enrolment, students are allocated a House. Strong House competition operates and includes a range of sporting activities. Wherever possible, families are allocated to the same House. Each boy's House has a sister girls' House.

### Boys' Houses:

There are three boys Houses; Feetham, Page and Ramsay named after the benefactors of the School.

### Girls' Houses:

- There are three girls Houses; Alban, Becket and Chad named after St Alban, St Becket and St Chad.

## Curriculum

We offer a well-rounded curriculum experience based on the Australian Curriculum. We place a strong focus on the explicit teaching of the basic building blocks of literacy and numeracy skills and offer opportunities for the children to explore and aspire to be the best they can be in other curriculum areas.

Specialists teachers teach Music, Health and Physical Education and German (Prep – Year 6).

The Pre-prep curriculum is informed by the Early Years Guidelines and Qld Kindergarten Guidelines.

Class teachers will send home a copy of the Curriculum Learning Goals for Term 1, Term 2 and Semester 2.



## **Chapel and Religious Education**

The School is an independent school based on Anglican tradition. There is a Service in the Chapel each week.

All students from Prep - 6 will attend Chapel Services on the first and last day of each term and every Thursday afternoon between 2:20pm and 2:50pm. Prep students will attend Thursday Chapel during Term 2 and 3. Brother Nathan will conduct these sessions that will incorporate RE instruction.

## **Library**

- Junior School students have access to the School Library during designated times. Each class will have a dedicated Library lesson with the teacher librarian. Your child is encouraged to borrow books during these library sessions.

## **Access to the Computer Labs**

In addition to the computers in the classrooms, 20 mini iPads and 25 laptops, all classes will have access to the computer labs in the Secondary School.

## **Homework**

Reading is a high priority for all students and it is expected the children will engage in a wide range of reading every day at home. Whether this is reading independently or reading to, or with someone, it is important to record the daily home reading.

To consolidate literacy and numeracy skills that make a difference to the children's everyday learning it is important for children to practise their sight words, spelling skills and basic number facts. To facilitate this practice, teachers may set tasks, (including online tasks such as Literacy Planet, Study Ladder etc.) to reinforce fundamental skills at home.

Teachers may also ask the children to gather information for a specific area of study. e.g. Science: count and record the number of mini-beasts you find in your backyard, History: interview a grandparent to find out what school was like in their day or gather information to complete a family tree etc. These tasks should complement or add to the learning the students are doing in their classroom and will be further developed if these concepts or skills are transferred to real-life contexts rather than remaining as classroom activities.

Your child's teacher will provide information about how you can help support your child's learning in each of the curriculum areas on the overviews sent home at the start of each term. Additionally, they will let you know if your child would benefit from completing some additional task at home.

We would encourage you to spend time talking with your child about what they are learning and share your knowledge and stories with your child. These conversations are important to help your child consolidate their understanding. When you are interested and involved in your child's day-to-day learning, this reinforces the importance of their education.

## **Junior School Assembly**

Friday between 8:35am – 9:15am

We welcome all parents, friends and family to join us each week for the Junior School Assembly. The Year 6 students are responsible for hosting each assembly. Special awards and certificates for Reading and students' effort, perseverance, co-operation etc. are presented each week and on alternate weeks a class will entertain us with a class presentation. Parents will be notified by class teachers if your child is receiving an award or participating in a presentation.

## **Sport**

- The children are presented with a balanced Physical Education program and are taught the skills of a variety of sports, depending upon the season.
- Sport is considered to be an important part of every child's development and all children are encouraged to participate as much as they are able. There are various levels of competition in sport, ranging from class games to Inter-School sport.
- Children in Year 5 and Year 6 are offered the opportunity to participate in the Inter-School sport competitions.



## **Instrumental Music and Voice Lessons**

- Children from Years 1 to 6 have the opportunity to attend private tuition and learn to play a musical instrument. Places are limited and dependent upon how many children are already in the program. The cost of these lessons is in addition to the term's fees.

## **Timetables**

To help your child be prepared for each school day, a copy of the class timetable will be sent home at the beginning of each term.

## **Student Diaries**

Students in Year 6 are required to have a Junior School Diary. This book serves a number of purposes:

- To provide the student with a diary to record their homework, daily reading, due dates of assignments and extra-curricular activities.
- To provide a means of communication between teacher and parents.

## **Excursions**

- Students are taken on excursions from time to time. Most excursions are an extension of classroom programs. The cost involved is an additional charge to parents. Parent permission to attend an excursion will be obtained if the excursion involves children leaving the ASSG campus, is for longer than half a day and/or has a cost involved.

## **Academic Reports**

Parents will be required to meet with teachers at the end of Term 1, to discuss your child's progress and wellbeing. This oral reporting session will let you know how your child has started the new academic year and give you a general overview of your child's attitude to learning.

At the end of Term 2 and Term 4, parents and guardians will receive a full report. The Semester Report will provide information about your child's academic achievement in each of the curriculum areas and an indication of the effort your child has made in each of the subject areas. All reports are emailed to parents.

## **Parent/Teacher Interviews**

- Parents may organise an interview at any time with their child's classroom teacher. Scheduled times for formal interviews are also allocated each term. Appointments can be arranged by phoning the Junior School office on 4788 2242, or by email [juniorschool@allsouls.qld.edu.au](mailto:juniorschool@allsouls.qld.edu.au).

## **Sickness or Unforeseen Absence:**

A written statement from parents/guardians needs to be sent to the school to explain any Day student's absence.

Parents/guardians are asked to contact the Junior School directly (4788 2242) or send an email to [juniorschool@allsouls.qld.edu.au](mailto:juniorschool@allsouls.qld.edu.au) if a Day student is to be absent from School or unable to attend a School activity.

It is School policy to contact parents/guardians by telephone when a Day student is absent from school, if such absence has not been notified.

## **Other Absences:**

Parents/guardians are asked to notify the class teacher or the Junior School Admin Officer in writing or by email if a student is going to be absent from school for an appointment (medical, dental etc.). All requests for permission to be absent from School for reasons other than legitimate appointments/circumstances should come personally from the parents, in writing, well in advance of the event.

Any student who has to leave the School grounds during school hours must ensure they are signed out by a parent or guardian when being collected by said parent or guardian.

## **Extended holiday absences**

- It is not School policy to permit students to be absent prior to, or following holidays, for the purpose of extending long weekends or vacation periods. Parents are encouraged to make arrangements which occur during holiday periods, rather than extending into term. Appointments or arrangements which will lead to absence on those days should therefore be avoided. Please discuss any exceptional circumstances with the Head of Junior School and class teacher.

## Dining Hall

Junior School students in **Years 2 to 6** have the option to have their morning tea and lunches provided by the dining hall. (refer to the fee schedule)

### Monday Dining Hall (available for all students in Year 2 – 6)

If your child is not registered to have dining hall meals, we offer the opportunity for morning tea and lunch to be provided on Mondays. There is a charge of \$8 (overall) for morning tea and lunch, which is supplied to the students. Parents are requested to place the correct money in a sealed envelope or snap lock bag with their child's name written on it, and place it into the 'Dining Hall' box located at the Junior School Office.

### After School Supervision

After school supervision is provided for children in Pre-prep to Year 6. This care is a free service available for students whose parents are working and therefore unable to collect their child at the close of the academic School day (3:00pm). Children are supervised at the School gate until 3:30pm.

There are 2 options for safe and fun care of students after school (**3:05 pm-5:10 pm**). Please note: **All children must be collected from ASC/ASA by 5:10pm.**

- After School Care (Pre-prep to Year 1)
- After School Activities (Year 2 –Year 6).

All children requiring supervised care after school must be registered. Registration forms are available from the Junior School Office. Children registered for Pre-prep do not need to complete a separate form.

This form will provide us with current medical information and all emergency contact details. It will also provide the names of the persons who have your permission to collect your child(ren) from the service. It is very important that you **keep us informed if there are any changes** to this information throughout the year.

As we have limited number of places available for both ASC and ASA, parents/guardians are required to complete the daily sign in sheet **each morning before 8:45am** if your child requires after school supervision. In extreme circumstances, parents may contact the Junior School and advise in writing if after school supervision is required. In these situations, parents are asked to email [juniorschool@allsouls.qld.edu.au](mailto:juniorschool@allsouls.qld.edu.au) with details of collection time and contact details.

### Prep & Year 1

ASC service for Pre-prep – Year 1 children will take place in the Pre-prep room. Parents/Guardians of children in Prep and Year 1, who need to use this service are asked to 'sign in' their child(ren) each morning before 8:45am on the BLUE form at the Junior School Office.

### Year 2 – 6

Parents/Guardians who need to use this service are asked to 'sign in' their child(ren) each morning before 8:45 on the GREEN form at the Junior School Office.

- Although there is no cost associated with either the After School Care or Supervised After School Activities, we ask parents if they can assist by supplying craft materials and ensuring their child/ren has food for afternoon tea.

Parents please note pick up times may change to accommodate School events. After school supervision is **not** provided on public holidays and the final day of the School year.

## Health, Safety & Security

### Medical History and Relevant Information

Parents are asked to complete a medical form at the start of each academic year. This form is used for classroom excursions, sporting activities and other School events. **If details change** regarding your child's medical information, please contact the School for new medical information sheets.

### Injuries and Accidents

- In the case of minor injuries, the classroom teacher or teacher on playground duty will administer First Aid. When a more significant injury occurs, the Clinic Nurse will be called and parents/guardians notified immediately by telephone. Please ensure the School knows how to contact you during school hours. An alternative emergency contact number should also be given.

## Medicines

- If a child requires medicine during the day, parents are to complete the "**Administration of Medication**" form and provide the medication and signed form to the classroom teacher or Junior School Admin Officer. The dosage and time at which the medicine is to be given is to be detailed on this form. All medication will be administered by an adult. No child will be permitted to administer their own medication.
- Allergies and Action Plans

Please ensure that we are fully informed of any allergies (medical conditions) that your child may experience, and that you provide us with the appropriate Action Plan and required medication to prevent any sudden allergic reaction.

I would like to remind parents/guardians that ASSG Junior School is a '**Nut Free Zone**' and appreciate your assistance to maintain this, by making sure your child(ren)'s lunch boxes, birthday cakes etc. are also 'nut free'.

## Clinic

Parents are asked to complete a medical history sheet for use at the Clinic as part of the enrolment process.

A qualified nurse is on campus and responsible for running the Clinic. General medical attention may be given to all students at the School Clinic as required. **Clinic contact number:** 0409 971 433

If your child is considered ill enough not to remain at school, you will be contacted to come and collect your child. If necessary, your child may be able to lie down in the classroom if you are unable to collect them immediately.

It is the policy of the School to make every effort to inform parents of any accident or illness concerning their child.

## Drop off and collection of children

- The Junior School has a drop off area in front of the School. This should only be used for dropping off students in the morning and for picking up students in the afternoon. This area is a ***drive through zone only***, not a place to wait in your car for your child to arrive at the gate. If the driveway is full or your child is not at the gate ready to be collected, you must either drive around and re-join the queue or park in the Junior School car park and come into the Junior School to collect your children.
- In the interest of safety for all our children, please keep the traffic flowing and do not hold up the process by waiting in the 'turn-around' area for your child to arrive at the gate. **Under no circumstances** can parents leave their car unattended or parked in this area.

Parents will notice a double gate (under the Tamarind tree) in the 'turn around area'. This gate has been installed to provide access for the fire department. To ensure that there is 24-hour access to this gate no parking is permitted in front of this gate. Please observe the NO PARKING signs.

## Parking

- In front of the Junior School is an area designated for parking. If parents wish to leave their car whilst they come into the Junior School, then this is the area they should use.
- We ask parents to be mindful that young children do not always have good road sense and to drive with extreme care at any time when they are in the vicinity of the Junior School.

## Bicycles

Day students may ride bicycles to school; however, the School cannot accept responsibility for them.

- Bicycles must be parked in the area provided.
- Bicycles must not be ridden on pathways or grassed areas.
- Basic safety procedures associated in the riding of bicycles should be adhered to at all times.
- Students must wear helmets when riding bicycles.

## Bounds

Permission must be obtained from a Junior School student's teacher before he or she goes to the secondary office, library or secondary music rooms. No child is permitted to take themselves to the Clinic or walk back to the Junior School from the MPC or Chapel unaccompanied.

## Duty of Care (Signing in and out)

The School has a duty of care to know where every student is at all times. It is a student's responsibility to ensure that this is the case.

If parents need to take their student/s out of School at any time during school hours they are to advise the office by phone (4788 2242), email ([juniorschool@allsouls.qld.edu.au](mailto:juniorschool@allsouls.qld.edu.au)) or via a written notification handed in at the Junior School Office advising the collection time and the reason for the absence. All students must be signed out by a parent or legal guardian when leaving the School grounds and the student is required to report back to the Junior School Office to sign in once they return to the School (if on the same day). Student sign in/out folders are located at the Junior School Office.

All visitors to the Junior School are required to sign in upon arrival and sign out when their business with the School is completed.

## **Damages**

Wilful damage of the School's property is not acceptable. Student accounts will be charged for the cost of repairs in the event of wilful destruction or carelessness.

The School would much rather use its resources on improving the facilities rather than having to replace property damaged through thoughtlessness or acts of vandalism.

## **Code of Behaviour (Safe, Respectful Learner)**

All Souls St Gabriels School is committed to the belief that all students can be successful learners. Student's learning is impacted not only by teachers and support staff, but also by their own self-discipline and the choices they make. Fundamental to learning is an attitude of self-respect and respect for other people, property and possessions. These attitudes will be enhanced by courteous, respectful and tolerant behaviour that is modelled in all areas of the School and by a supportive and positive physical environment.

All Souls St Gabriels School has a consistent standard of behaviour expected across the School. Positive support systems are in place to promote high standards of achievement and behaviour. Responses and consequences for inappropriate behaviour are clearly articulated.

Students' adherence to being a safe, respectful learner regulates their movement between the identified levels of behaviour and appropriate consequences.

Whilst the focus of All Souls St Gabriels Safe, Responsible Learner Behaviour Plan is on proactive and preventive whole school approaches, certain types of behaviour are unacceptable and responses can include the most stringent step of exclusion. This consequence would only be used after consideration has been given to all other responses and the unique circumstances of the situation have been deliberated on.

## **Discipline**

We aim to provide a positive environment in which each child is respected and his/her right to learn is encouraged and protected. The discipline procedure provides consistent, logical, clear rules and consequences made familiar to all involved.

Students in the Junior School are expected to comply with the same rules and regulations, as do Senior School students. Inappropriate behaviour will initially be dealt with by the classroom teacher or teacher on playground duty. This may include:

- Cooling off time.
- Community service (picking up papers, helping others, repairing any damaged material).
- Detention during play breaks (morning tea/lunchtime).
- Completing reflection/review sheets or additional school work at lunchtime.

In class, we operate a stepped behaviour management system. Please see your child's teacher so they can explain the stepped approach. As part of the process of assisting children to behave appropriately, the Head of Junior School, in consultation with the student, parents and class teacher may need to negotiate and implement a behaviour plan. This process enables teachers, parents, and the Head of Junior School to monitor a child's behaviour at School.

If inappropriate behaviour continues, the Head of Junior School will be notified and a more-lengthy withdrawal contract will be negotiated. If the student's behaviour does not improve, parents will be contacted. Students who continually behave in an inappropriate manner risk being suspended from school, or being excluded.

## Uniforms

- It is expected that students will be dressed in the correct uniform at all times. When a Day student is not able to comply with the uniform, the child's parent should supply an explanation for the incorrect uniform. A Boarding student will need to gain exemption from wearing the correct uniform from the Head of Junior School.

### Boys Year 1 - 6

- Day:** Khaki buttoned up shirt, embroidered with school emblem on pocket and elasticised waist khaki shorts, black leather shoes and long grey socks with black and white stripe and ASSG black bucket hat. In cooler weather students may wear their school jumper (grey) over their day uniform.
- House Uniform:** House shirt, ASSG black shorts, ASSG branded white socks, PE shoes, ASSG bucket hat. In cooler weather students are permitted to wear the ASSG school tracksuit over their House shirt and shorts.
- PE Uniform:** Sports shirt and ASSG black shorts, ASSG branded white socks, PE shoes, ASSG bucket hat. Volleys or skate shoes are **not** permitted. In cooler weather students are permitted to wear the ASSG school tracksuit over their PE shirt and shorts.

### Girls Year 1 - 6

- Day:** Black and white striped dress with attached black tie, black leather shoes, ASSG branded white girls day socks and ASSG bucket hat. In cooler weather, girls may wear their school jumper (grey) over their Day uniform, black tights can also be worn under the Day uniform.
- House Uniform:** House shirt, ASSG black shorts, ASSG branded white socks, PE shoes, and ASSG black bucket hat. In cooler weather students are permitted to wear the ASSG school tracksuit over their House shirt and shorts.
- PE Uniform:** Sports shirt, ASSG black shorts, ASSG white socks, PE shoes, ASSG bucket hat. Volleys or skate shoes are **not** permitted. In cooler weather, students are permitted to wear the ASSG school tracksuit over their PE shirt and shorts.

### Hats

- ASSG is a 'Sun Smart' School and the wearing of hats is essential in the fierce tropical sun. The ASSG black bucket hat is worn at all times when the students are on the playground, playing sport, walking to Senior School for lessons and anytime that children are not in an under covered area.

Students who come to school without the ASSG black bucket hat will **not** be permitted to play out in the sun or participate in PE lessons and sport that are conducted in the sun.

### Uniform Suppliers

The School's clothing supplier is W Titley and Company Pty Ltd.

## Grooming

- We encourage our students to take pride in their personal appearance.

### Hair

- Students are expected to keep their hair clean, tidy and well-groomed at all times. The following are not permitted:
- Exaggerated or 'trendy' styles including razor patterns cut into boys/girls hair.
- Dyed or streaked hair, unnatural hair colouring.
- Styles that involve hair that is left long with hair that is very short.
- Boys' hair that is very short (no less than blade 4) or hair that covers the ears or eyes.
- Girls whose hair reaches the collar are expected to have it tied up with a white hair-band/ribbon, (or which is in keeping with the School House colours on Sport days).
- All hairstyles must allow a hat to be worn with ease.

### Make Up

Make-up and nail polish are **not** permitted at our School.

## **Jewellery**

No responsibility will be taken for items lost at school. All jewellery can be potentially dangerous during playtime and sport. Acceptable jewellery is a chain with a cross or crucifix on it and only one set of stud or sleeper earrings. Boys who have a pierced ear are required to wear a flesh coloured flat stud. No other jewellery is acceptable.

## **Belongings**

To minimise the loss or accidental procurement of one's personal belongings, the following should be observed:

- Students should not wear valuable jewellery to School.
- All belongings and uniform items should be clearly and permanently marked with the student's name.
- Students should not borrow other students' belongings without their expressed permission.

## **Text Books**

- Several textbooks are used in each year level and are issued to students at the beginning of the year. Teachers try to keep the number and cost to a minimum. Parents' accounts are debited for the cost of these books.

## **Personal Items**

All uniform items and personal belongings should be labelled. If they are correctly labelled, then it is possible to see they are returned to their owners.

## **Toys**

- All children love their toys and like to show them off. However, we believe toys are best left at home to enjoy and should not be brought to school. They can cause problems such as theft, being broken and being a distraction during class time.

## **Lost Property**

- Items that are correctly labelled with the owner's name do not become lost property because they can be returned to the owner. However, items without a name found around the School are placed in a box outside the Junior School Staff Common Room.

## **Communication**

The School uses many forms to communicate with parents and guardians including: emails, newsletters, Facebook posts and the School Website. Please make sure the School has your current email contact recorded so that you can receive notices from the School.

## **School Newsletters**

The **Junior School Newsletter** is published approximately twice a term which highlights some of the learning that has been happening in each class and provides a schedule of events for the coming weeks.

The Junior School also has a segment in the **Phoenix Rising Newsletter**, which is published approximately every 3 weeks.

A link to these publications are emailed to all School families in addition to being available on the School website.

## **Website**

The School newsletter - the Phoenix Rising, the Junior School News, the Junior School Schedule, the School Calendar and many more details about the School can be accessed through the School's website at [www.allsouls.qld.edu.au](http://www.allsouls.qld.edu.au). All Souls St Gabriels School has a Facebook Page which is updated daily with regards to sporting fixtures, events, extra-curricular activities and date changes along with links for the latest newsletters and schedules.

## **Facebook**

- Like us on Facebook to see more photos and information about what is happening at ASSG.
- <https://www.facebook.com/AllSoulsStGabrielsSchool/>



Our highly skilled teachers will engage your child in challenging and stimulating learning experiences and provide appropriate intervention strategies to meet each child's learning needs. We value service to others and strive to develop the whole person in mind, body and spirit.

Outside the classroom, the Junior School offers a wealth of extra-curricular experiences for our students. Your child will have the opportunity to join the School Choirs, participate in a variety of Inter-School sports, learn a musical instrument, take part in various exhibitions, performances and competitions and enjoy a variety of activities in The Arts and on the sports field.

Year 6 students are provided with the opportunity to visit Canberra. Linked to the Australian Curriculum, the trip to Canberra provides a stimulating, real-life experience and reinforces the content that is taught in the Year 6 Civics and Citizenship, History, Science and the Arts curriculum.

Children at All Souls St Gabriels Junior School, are an integral part of the wider School Community.

Please do not hesitate to contact the School if you require any additional information.



