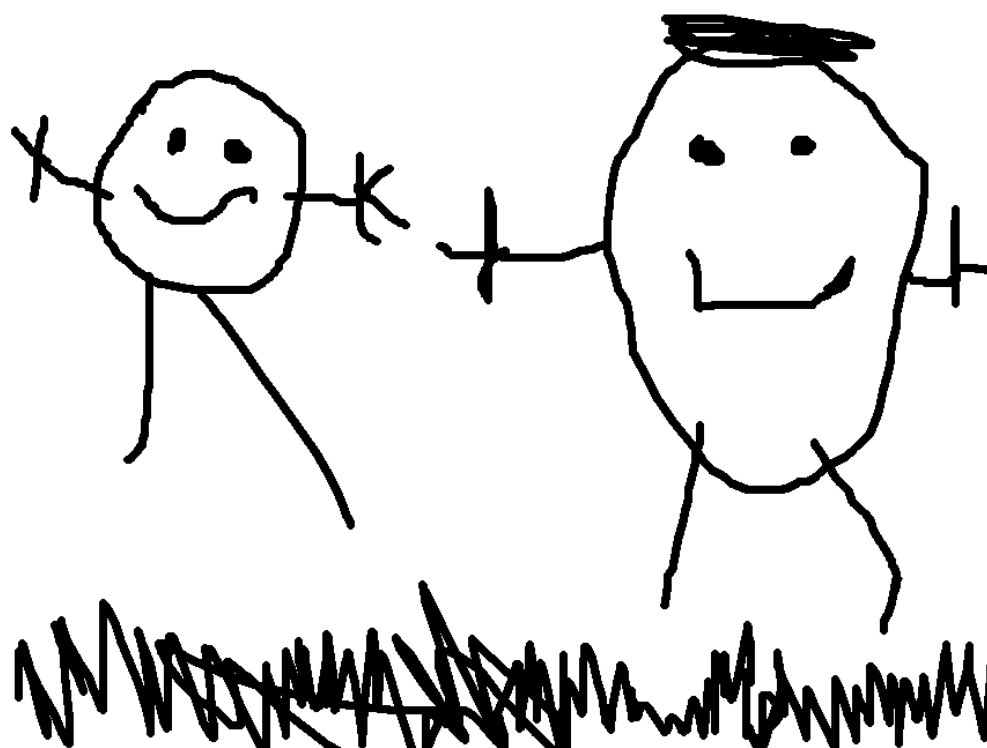




**ASSG100** All Souls St Gabriels School  
CELEBRATING  
100 YEARS IN 2020

All Souls St Gabriels School  
Pre-prep 2020  
Parent Handbook



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### ASSG PRE-PREP CONTACT INFORMATION

- ASSG School Administration: **4787 1433**
- ASSG Junior School Administration: **4788 2242**
- Pre-prep direct: **4788 2243**
- Pre-prep Director: [tpeagham@allsouls.qld.edu.au](mailto:tpeagham@allsouls.qld.edu.au)
- Email: [juniorschool@allsouls.qld.edu.au](mailto:juniorschool@allsouls.qld.edu.au)

## WELCOME

On behalf of all staff we would like to welcome you to All Souls St Gabriels School Pre-prep.

We look forward to getting to know you and your child and working together with you to make a difference for your child. We hope that your family's association with us will be happy and rewarding.

The success of All Souls St Gabriels School Pre-prep depends on parents, staff and the community working together to provide a positive, caring, happy, secure and stimulating environment that promotes the development of each child.

Please enjoy reading our informative booklet about our Pre-prep and how it operates. If you have any questions, please do not hesitate to ask.

### STAFF:

Head of Junior School:	Mrs Tina Akers	<a href="mailto:takers@allsouls.qld.edu.au">takers@allsouls.qld.edu.au</a>
Pre-prep Service Director:	Mrs Tonya Peagham	<a href="mailto:tpeagham@allsouls.qld.edu.au">tpeagham@allsouls.qld.edu.au</a>
Kindergarten Teacher:	Mrs Tonya Peagham	
Pre-prep Educator:	Mrs Colleen Limkin	
Pre-prep Educator:	Mrs Jenelle Cragg	

## CHILD CARE REGULATIONS

Our Pre-prep operates under the '*Childcare Regulation 2003*' and we are part of a '*Quality Improvement and Accreditation System*.' All Souls St Gabriels Pre-prep is a Queensland Government approved kindergarten program provider.

Our centre is licensed by the Office for Early Childhood Education and Care, under the Child Care Act. It must comply with this Act and Child Care Regulation 2003, including, for example, the requirements relating to activities, experiences and programs, staff members' qualifications and the ratio of staff to students.

Copies of the 'Childcare Regulation 2003' and 'Childcare Act 2002' and the 'Quality Improvement and Accreditation System' books are available in our centre's office.

For further information on the 'Childcare Regulation 2003', and 'Childcare Act 2002' please contact The Office for Early Childhood Education and Care's Child Care Information Service contact number 1800 637 711.

When planning your child's learning, the educators follow two documents:

 *Queensland Kindergarten Curriculum Guidelines*

 *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*

You are encouraged to ask the teacher for information relating to the following:

- Your child's enrolment at this Service including the activities and experiences provided for the children.
- Your child's medical conditions and the procedures and policies that apply to these.
- The Service philosophy about learning and child developmental outcomes and how these outcomes will be achieved.
- The goals about knowledge and skills to be developed through activities and experiences.

Yours sincerely,  
All Souls St Gabriels School Board of Directors  
(Licensee)

### **ALL SOULS ST GABRIELS PRE-PREP PHILOSOPHY**

The philosophy of the All Souls St Gabriels Pre-prep class is in accord with that of the All Souls St Gabriels School community; namely, following the view of the child as a physical, intellectual and spiritual being. The education of the child is to provide a solid foundation for successful learning throughout life.

This philosophy is manifest in the Pre-prep class through the vision of children's learning described in the *Early Years Learning Framework*:

**Belonging** – recognising that knowing where and with whom you belong is integral to human existence, providing a basis for children's interdependence and relationships with others.

**Being** – recognising and valuing the "here and now" in children's lives and viewing childhood as more than simply preparation for adulthood or for the future.

**Becoming** – recognising the rapid and significant learning that occurs in the early years and the potential of all children.

(Queensland Kindergarten Learning Guideline. Queensland Studies Authority. 2010. P2.)

It is recognised that there is a fundamental right of each child to experience joyful learning experiences, to be a co-planner of their learning, to learn through play and to enjoy positive interactions with children and adults in the School community.

The education of the children in the Pre-prep class involves the working of reflective, supportive and inclusive partnerships. Such partnerships include School staff, additional support staff, community members, the child and their family. The child's culture and family is respected with recognition given that the family is the child's first educator.

## ENROLMENT PROCEDURES

The enrolment of a child is initially arranged by parents visiting or calling the School to request an enrolment form. After this form has been completed and returned (with deposit) to the School, an enrolment pack will be sent to the parents. This pack includes requests for important information including emergency contact information and medical history or illness etc.

All parents and children meet with the Head of Junior School prior to placement to complete any additional forms and to have an enrolment interview. Parents and children are shown around the Pre-prep class and the School.

Once all forms and the enrolment interview are complete, parents will receive either a letter of acceptance into the class or a letter advising that the child has been placed on a waiting list.

Please notify staff if any details supplied on your original enrolment form changes during your child's time at Pre-prep. This includes address, telephone number and marital status and ***MOST IMPORTANT:*** any allergies that your child has and any changes to the emergency contact number provided.

## FEES

A schedule of fees is available on the School's website, sent to parents before commencement at the School.

An invoice of your child's fees will be sent to you before the School term begins. These fees are to be paid prior to the commencement of school unless a schedule of payments has been discussed and agreed upon by the parents and the School Accounts Officer.

Payment of these fees are to be made at the ASSG school office. EFTPOS facilities are available.

## HOURS OF OPERATION

The hours of the Pre-prep Class are **8:30am – 3:00pm** term time. Parents and/or caregivers who are authorised on enrolment forms must enter the Pre-prep room to deliver and collect children. NO child will be permitted to leave the room until the parent, caregiver or authorised adult has arrived and the child has been farewelled by staff. We ask that all the children are collected by 3:00pm.

Those children attending After School Care will be collected at 3:00pm by a member of the After-School Care staff.

## PRE-PREP POLICIES & PROCEDURES

Our Pre-prep parents are welcome to view All Souls St Gabriels School Pre-prep Policies and Procedures upon request. Please speak to the Service Director or the Head of Junior School.

## **A STATEMENT OF COMMITMENT**

All Souls St Gabriels Pre-prep is committed to ensuring that the safety, welfare and wellbeing of children is maintained at all times during their participation in activities run by All Souls St Gabriels School.

All Souls St Gabriels Pre-prep aims to promote a safe environment for all children and young people and to assist all paid employees and volunteers, officials, coaches and members to recognise child abuse and neglect. As an organisation, we follow the mandated procedures to report a *reasonable suspicion that a child has suffered, is suffering or is at an unacceptable risk of suffering significant harm caused by physical or sexual abuse and may not have apparent able and willing to protect them.* (<https://www.communities.qld.gov.au/childsafety/protecting-children/about-child-protection/mandatory-reporting>).

All Souls St Gabriels School seeks to encourage and educate young men and women who value service to others and strives to develop the whole person – in *mind, body and spirit*.

This has been our tradition since the founding of All Souls' School as a War Memorial School in 1920 and St Gabriel's Girls' School in 1921. We now endeavour to bring the spirit of service and the development of the whole person to a new generation.

Servire Regnare, "to serve is to rule" is the School motto. All students are expected to consider service to others as a major aspect of their personal development. Indeed, it is this spirit which is the major characterising feature of All Souls St Gabriels students. For more than 90 years we have developed young men and women who have proved themselves to be leaders who know the value of service to others.

All Souls St Gabriels School is a Christian School within the Anglican tradition. The whole school life and activities are set within this Christian environment. Students are required to participate in services to recognise and celebrate special occasions.

## **ALL SOULS ST GABRIELS PRE-PREP GOALS**

The All Souls St Gabriels School community commits itself to the following goals for the Pre-prep class. These roles are a community response to reflection of the Queensland Studies Authority: *Queensland Kindergarten Guideline 2010*.

- To make deliberate and well-informed decisions to promote and enrich children's physical, intellectual and spiritual learning and development.
- To build respectful relationships with families, the town community and professional partners.
- To promote children's wellbeing and ongoing learning progress.
- To provide a culture of warm, supportive and respectful interactions with children.
- To support children with additional needs.
- To effectively monitor and assess children's learning and to communicate with relevant partners about the children's progress.
- To build connections between children's prior, current and future learning experiences in the context of the School community and to promote continuity of learning.
- To embrace the diversity of families which make up the School community.

## **THE CURRICULUM**

The program planned for these children is framed around the Queensland Kindergarten Learning Guidelines (based on the Early Years Learning Framework). To that end, and in accord with those guidelines, it is focused on the planning and implementation of the children's learning experiences through play, real-life situations, investigations, routines, transitions and focused learning and teaching. It is the intention that these experiences are always appropriate to the individual children's needs and interests.

### **Sharing your Child's Learning**

We use a variety of methods to record each child's progress during their Pre-prep year. Your child's folios and checklists will provide you with information on how your child is progressing through the *Queensland Kindergarten Learning Guidelines* and *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.

Written reports are provided at the end of Semester 1 and at the end of the year. A Kindergarten Transition Statement will also be shared with parents at the end of the year.

Each term, parents are invited to make appointment for a parent-teacher meeting. This is an excellent opportunity for the Pre-prep teacher to share more details about the teaching and learning programs and provide you with additional information about how your child is progressing. We appreciate that families are very busy and the allocated times may not be convenient for your family. Parents are welcome to request an interview at any time during the School term.

Appointments for all interviews can be arranged directly with the Pre-prep teacher or booked through the Junior School Office by or sending an email to [juniorschool@allsouls.qld.edu.au](mailto:juniorschool@allsouls.qld.edu.au) or calling 4788 2242.

### **Family Involvement**

Parents are welcome to visit and stay at any time. If you have any skills or talents which you would like to share with us, please inform staff, as we can then incorporate these into our program.

## **COMMUNICATION**

### **POCKETS**

Please collect all newsletters and notices from your child's pocket. This is located on the wall inside the Pre-prep main doors. Please encourage children to carry their own bag and place it on the port racks located outside the room.

### **NEWSLETTERS & FACEBOOK**

The Phoenix Rising and Junior School Newsletter are published regularly. These are emailed to parents (hard copies can be requested) and copies placed on the School website. The School's Facebook site <https://www.facebook.com/AllSoulsStGabrielsSchool/> is updated regularly with photos and comments.

## THE UNIFORM

The Pre-prep uniform is the same for both boys and girls.

- Top: ASSG Sport's Top.
- Bottoms: ASSG Sport's Shorts.
- Footwear: Sandals or sneakers. Please try to purchase sneakers which have Velcro fasteners.
- Hat: Black bucket hat with ASSG embroidery.
- Winter Uniform: Black tracksuit.

More information about the uniform and grooming is available in the Junior School Handbook available on the School website.

All the uniform items are available at W. Titley and Co top shop or via the Facebook page – All Souls St Gabriels New & Used Uniform Trader - <https://www.facebook.com/groups/1607940666197846/>

Please name all items of clothing.

## WHAT YOUR CHILD NEEDS TO BRING

- Your child needs an ASSG (or black) School bag. It is helpful to your child to have a special keyring or tag hooked at the end of the main zip. This enables them to find their bag easily among all the others which look the same.
- Lunch, morning tea and an afternoon snack for children who will require after school supervision. This is brought in a lunch box and stored in the fridge for your child. Please include nutritious food choices, to help maximise your child's physical and cognitive growth and wellbeing. Any fruit or vegetables (carrot, celery sticks etc.) should be pre-cut. We will ask the children to bring any leftover food home so that you have an idea of what has been eaten.
- We encourage the children to bring a water bottle and a named cup.
- A face washer or hand towel with a loop on it to hang on a hook.
- Spare clothing. Please leave with us a small vanity bag with a spare set of underwear, top and shorts. These do not have to be the uniform. The vanity bag needs to be named and will be kept at school.
- A sheet set and small pillow in a drawstring bag or a child size sleep swag. This will give your child the opportunity to do things themselves. The next page has the measurements for the bottom fitted sheet.
- Items listed on the Pre-prep stationery list.

*It cannot be emphasised strongly enough that all items brought to school need to be clearly labelled with your child's name. It can be such a problem otherwise, trying to match cups, clothes etc to children.*

## TOYS

Please discourage your child from bringing toys from home. If children do have something special which they badly want to show their friends, we will be happy to let them do so, but then ask them to put it back in their bag. We do not have "Show and Tell" but do an alternative that relates to the work or play the children are doing at school.



## HEALTHY LUNCH BOXES

### FIVE SIMPLE WAYS TO PACK A WASTE-FREE LUNCH

#### YES

REUSABLE carrier (cloth bag, lunchbox)

REUSABLE containers

Drink bottle

#### NO

NO throw away bags

NO single use cartons or cans

#### LUNCH BOX IDEAS:

- Wraps, sandwiches, rice cakes or pinwheels
- Pasta, noodles or rice
- Homemade pizza
- Mini quiche



#### Snack ideas:

- Natural yoghurt and fresh fruit
- Cheese and crackers
- Fresh cut or dried fruit, salad sticks
- Homemade popcorn
- Banana bread, muffins etc.



#### WEBSITES:

[www.freshforkids.com.au](http://www.freshforkids.com.au)

[www.taste.com.au](http://www.taste.com.au)

[www.kidspot.com.au](http://www.kidspot.com.au)



5 Day Healthy Lunch Box Meal Plan					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Recess</b>	Vegie dippers (Carrot, celery, cucumber and capsicum sticks with reduced fat dip like hummus and rice crackers)	Banana or mandarin or cherries & Slice of fruit bread spread with cream cheese	Fresh pear or apple or piece fresh seasonal fruit. Cheese stick or wedge of reduced fat cheese	Fresh dates and carrot sticks. A slice of reduced fat cheese and Jatz biscuits or rice crackers	Halved Kiwifruit (include a plastic spoon to eat it) or a bunch of seedless grapes or frozen orange wedges. Reduced fat cereal bar or a cream cheese pikelet
<b>Lunch</b>	Avocado, ham, cucumber & lettuce wholegrain sandwich. Fresh seasonal fruit salad	Cherry tomato, cucumber & tuna pasta salad. Apple or pear or small bunch of seedless grapes or mandarin	Crunchy salad & cream cheese wrap. Banana & (optional) Small tub of vanilla fruche or yoghurt	Pita pocket bread with boiled egg, lettuce, celery and a little reduced fat mayonnaise or hummus. Fresh seasonal fruit salad	Crunchy celery, grated cheese & lettuce wholegrain roll. Melon balls (rockmelon, watermelon and/or honeydew melon) or a piece seasonal fruit

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Site Map

### Sheets:

Your child needs to have a sheet set at school. The set is brought each Monday morning and we send it home for washing on Friday.

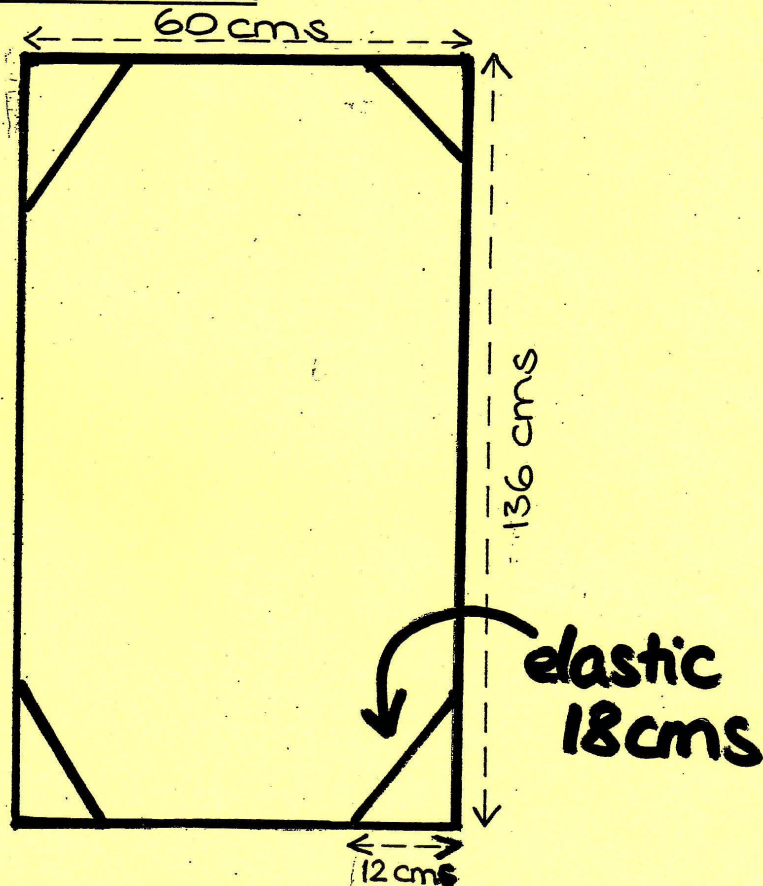
You will need

- A draw string bag to put the sheets in
- A bottom sheet with elastic in each corner
- A top sheet
- A small pillow (if your child likes one)

(A fitted cot sheet set works fine, if you have one spare at home.)

Let us know if you are not a sewing person. We do have some sets for sale.

### Measurements for the bottom sheet



## HEALTH

Please do not send your child to Pre-prep if they are feeling unwell. The best place for them is at home where they can receive the care that they need. Also, it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill at Pre-prep, we will contact you.

### Infectious Diseases

Condition	Exclusion
Chicken Pox	Exclude until all blisters have dried (usually 5 days).
Conjunctivitis	Exclude until discharge from eyes has ceased.
Vomiting & Diarrhoea	Exclude until no vomiting or diarrhoea for 24 hours.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
Hand, Foot & Mouth Disease	Exclude until all blisters have dried.
HIB	Exclude until person has received appropriate antibiotic treatments for at least 4 days.
Head lice	Exclude until appropriate treatment has commenced and no eggs or live lice are present.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
Herpes – cold sores	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
Influenza and flu like illnesses	Exclude until well.
Measles	Exclude for at least 4 days after onset of rash.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.
Meningococcal infection	Exclude until appropriate antibiotic treatment completed and until well.
Mumps	Exclude for 9 days after onset of swelling.
Ringworm, pediculosis (lice), trachoma, scabies	Exclude until the day after appropriate treatment has commenced.
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.
Salmonella, Shigella	Exclude until no diarrhoea for 24 hours.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment or 21 days from the onset of coughing.
Worms	Exclude if diarrhoea present.

**Colds/Flu:** Please keep your child at home especially if they have a heavy discharge from the nose.

### ANAPHYLAXIS

Anaphylaxis is a severe, life threatening allergic reaction. The reaction can develop within minutes of exposure to the allergen. An increasing number of children experience a severe reaction when they eat or have contact with nuts and other allergens. All Souls St Gabriels School Pre-prep is committed to provide a safe and healthy environment for all children and especially the well-being of children at risk of anaphylaxis. Each year our staff are provided with anaphylaxis training and all staff are provided with information regarding the children who are at risk.

As part of our preventative strategy, we remove as many products and food items as possible that contain nuts. Complete removal is difficult due to manufacturing and processing schedules, but to assist in reducing the risk we ask that ***no nut products, including peanut butter, Nutella or muesli bars containing nuts are to be sent in lunch boxes.*** We do endeavour to be a nut-free school.

Anaphylaxis Management Plans should be updated each year and the relevant medication, EpiPen or antihistamine should be kept in the First Aid Cupboard in the Pre-prep Learning building. A Detailed Anaphylaxis Policy is provided in our Policies and Procedure Manual.

## **NOTIFYING THE SCHOOL**

It is appreciated if you could advise the School and/or staff if:

- Your child will be late.
- Your child is absent for the day.
- Your child is ill.
- There will be a delay collecting your child.
- Someone other than yourself will be picking up your child.
- There has been an event which may affect your child in some way.

## **MEDICATION AND SPECIAL REQUIREMENTS**

If your child requires medication during Pre-prep, please see a staff member, as a form needs to be filled in. All medication needs to be in its original packaging with the prescription label attached.

If your child has special health requirements, we will work together with you (and your doctor, if necessary) to ensure that we provide the best care that we are able to.

## **EMERGENCY ACTION PRACTICES**

At least once per term we practice what to do if there is an emergency. Our emergency evacuation and evacuation plans are by both exit doors.

## **HEADWEAR**

All Souls St Gabriels is a "Sun Smart" school and the wearing of hats is essential in the fierce tropical sun. All students are required to wear the correct School hat when outside.

## **SUNSCREEN**

In hot weather, please apply sunscreen before arriving at Pre-prep and staff will help children to re-apply during the day if required.

## THE FIRST DAY

It is expected that the first day at school will be an emotional one for your child and the rest of the family; whether it is excitement, anxiety or a mixture of emotions. We agree with the "experts" that it is helpful to the child to be honest about your feelings. So, if you are feeling a bit nervous, admit that to your child, while not dwelling on it too much. Talk about those feelings a few days before school starts. While chatting with your child, always have a solution. It may be to share a favourite story together, listen to some music, say a prayer or play a quiet game "to help us feel better and know that school will be great."

On the morning of school, it will be important for you to stay calm and confident. Time your arrival. It is sometimes worrying for a child to arrive when no other child is present. Sometime between 8:15am and 8:30am is good. In saying that however, don't be at all concerned if you are running a little late. It is far better for you all not to have felt rushed.

You are welcome to stay in the room for as long as you feel your child needs you. Just give us a word or look if you and your child need help in saying "Goodbye". When you do say "Goodbye", make it as quick as you can.

On arriving, say "hello" to other children and parents and then help your child to their jobs:

1. Place bag up on the port rack.
2. Take out the morning tea fruit.
3. Place sheet bags in the big blue trolley (out the front).
4. Lunch box in the fridge **(Please note: we are a NUT FREE School)**.
5. Help them to get their hat and washer and hang it on their labelled hook.
6. Help them settle at an activity that they like.

They will be very excited to see you in the afternoon and, hopefully, will be full of news about their day. Try very hard to be on time. It can be worrying for a child to see other parents come and not theirs.

## AFTER SCHOOL CARE

The ASC service is a free service that is provided for students in Pre-prep – Year 1 whose parents are working and therefore unable to collect their child(ren) at the close of the School day (3:00pm). Children registered for ASC enjoy a variety of play and leisure activities in the Pre-prep classroom/playgrounds. If your child is signed in for ASC, please pack some afternoon tea in their lunch box.



## **SOME HELPFUL PARENTING CONTACTS**

[www.raisingchildren.com](http://www.raisingchildren.com)

[www.kidsmatter.com](http://www.kidsmatter.com)

[www.startingblocks.com](http://www.startingblocks.com)

### **DEPARTMENT OF COMMUNITIES, CHILD SAFETY AND DISABILITY SERVICES**

111 George Street

Brisbane City

Phone: 13 7468

### **NORTH QUEENSLAND OFFICE:**

Aitkenvale Child Safety Service Centre

72-77 Patrick Street

Aitkenvale 4814

Phone: 4796 6400

## **THANK YOU**

It is a privilege to have been entrusted with the care and teaching of your child. We are committed to supporting your family in any way that we are able. Parents are always welcome to join us. We value your feedback, and find your knowledge of your child helpful, sound and insightful as we continually aim to improve the quality of the education and care provided at our Service.

## **2020 Pre-prep Staff**



Pre-prep Educator

Mrs Colleen  
Limkin  
Mrs Tonya  
Peagham  
Mrs Jenelle  
Cragg  
Pre-prep  
Educator  
Pre-prep  
Teacher



Pre-prep Director



**ASSG100** All Souls St Gabriels School  
CELEBRATING  
100 YEARS IN 2020

## TERM DATES 2020

<b>TERM 1 (10 weeks)</b>		
<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
<b>TERM 2 (Good Friday 10 April, Easter Monday 13 April) (10 weeks)</b>		
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
<b>TERM 3 (9 weeks)</b>		
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
<b>TERM 4 (8 weeks, 7 weeks - Year 12)</b>		
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

CHARTERS TOWERS