ST PAUL'S

PRIMARY SCHOOL

Mount Lawley

SCHOOL BROCHURE

2015
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SCHOOL PROFILE

St Paul’s Primary School, Mt Lawley is an inner-city, single-stream, co-educational school, comprising approximately 250 students from Pre-Kindergarten to Year 6, for families of St Paul’s Parish and surrounding areas.

The Vision of St Paul’s Primary School is a “commitment to Christ-centred education, inspired by the spirit of the Sisters of Our Lady of the Missions and the teachings of St Paul”. The education offered by the school is underpinned by Gospel values, which encourage students to aspire to our motto, “From Darkness to Light”, by seeking the truth and growing in knowledge from darkness into the light of Christ.

The school offers a holistic education, embracing the spiritual, intellectual, physical, social and emotional development of students, where both relationships and learning are valued. A range of specialist programs is offered, including Physical Education, Music, Science, Italian, Dance and participation in a range of academic competitions, such as the Catholic Performing Arts Festival, Speak Up, Tournament of Minds and Interschool Sporting Carnivals.

St Paul’s is committed to developing independent learning skills and strongly encourages the integration of Learning Technology in the curriculum. Interactive Whiteboards are installed in every classroom. There is a bank of 32 computers in the computer lab; a pod of 6 laptops in the library; 2 computers and a set of iPads in each classroom. It is compulsory for students to sign an Acceptable User Policy before using the computers. The school has a Home Page on the Internet (http://www.stpaulsmtl.wa.edu.au) and families are encouraged to view it regularly. The school newsletter is saved on the website and sent home via email each Thursday.

RAISE strategies in literacy and numeracy have been implemented across the school, with differentiated programs to cater for the wide range of learning styles and abilities. The school has a Literacy & Numeracy Support Program and students’ individual needs are identified and addressed through early intervention, Reading Recovery and the ‘Toe by Toe’ initiative. The VASP (Volunteers at St Paul’s) program encourages the involvement of parents to assist students requiring extra support. An Extension Program is offered to selected gifted and talented students from Years 4-6.

St Paul’s School enjoys a strong link with St Paul’s Parish and the support of the Parish Priest. There is a great spirit of community in the school which is strengthened by parent involvement. Pastoral care is given high priority and students are encouraged to strive for excellence. Behaviour management is positive, respecting the dignity of each individual, and student leadership is shared among Year 6 students through the ministries of Sport & Environment, Events and Christian Leadership to ensure maximum opportunities for all.
CURRICULUM

St Paul's Primary School offers teaching and learning programs in the nine learning areas of:
- Religious Education
- English
- Mathematics
- Science
- Society & Environment
- The Arts
- Health and Physical Education
- Languages Other Than English (L.O.T.E.) - Italian
- Technology & Enterprise

SPECIALIST SUBJECT AREAS

Science
A specialist science teacher takes classes from Pre Primary to Year 6 once a week. The Primary Connections science program, which integrates science and literacy, forms the framework for these lessons.

Physical Education (PE)
All classes from K – Year 6 have PE lessons with a specialist teacher each week. Children from Years 1 to 6 wear their sports uniform to school on PE days.

A fundamental skills program, entitled ‘Engage’, which is child focused and provides continuity from home to school, has also been designed and implemented by the specialist teacher for the Kindy and Pre Primary students.

Tennis: Lessons are offered to students in Years 4 to 6 after school hours (days to be confirmed).

Music
A specialist music teacher provides music lessons for all classes from Pre Primary to Year 6 each week. Students from Years 3 to 6 participate in St Paul's School Choir under the direction of the music specialist and perform at the Catholic Schools Performing Arts Festival and functions throughout the year. Students learning a musical instrument have the opportunity to join the School Band. All students participate in weekly liturgical singing sessions.

Italian
Italian is offered to all children from Kindy to Year 6. Lessons are given by a qualified teacher of Italian and sponsored by the Italo-Australian Welfare and Cultural Centre with the support of the Italian Consulate in Perth.

Academic Extension
An extension teacher works with selected students in Years 4 to 6. These students are encouraged to be involved in competitions such as Tournament of Minds and various other academically challenging events.

Academic Support
To meet students’ individual needs, St Paul's School provides a Reading Recovery program. This program is available to students in the early years of school who need literacy support.

A support teacher is available to assist teachers in catering for students with learning difficulties.
GENERAL INFORMATION

Instrumental Program
Private instrumental tuition in a range of musical instruments, including keyboard/piano, guitar, clarinet, and violin, is offered to students by Keyed Up Music. These lessons are held mainly after school hours. Contact 1300 366 243 for enquiries.

Homework
The amount of homework set each night will vary, depending on the year level. Parents are asked to supervise homework and sign each day in the diary provided. Do not hesitate to discuss homework procedures and/or problems with the class teacher. A copy of the homework policy is on the website.

Excursions
Excursions occur throughout the year, to complement programs of work. Parents will be notified of dates and special requirements by a specific note for each excursion. A return consent form is required for each outing.

School Hours
Teacher supervision begins at 8.30am and concludes at 3.30pm. NO supervision is provided outside of these times. There is no need for children to be at school prior to 8.30am. From the time of dismissal at 3.10pm until 3.30pm all children are required to be seated in the drive-through collection area under the supervision of the duty teachers. Children at school after 3.30pm for afterschool activities are the responsibility of the parents. Parents permitting their children to participate in these activities need to do so with this in mind.

Bell Times:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.40am</td>
<td>First Bell</td>
</tr>
<tr>
<td>8.45am</td>
<td>Morning Assembly</td>
</tr>
<tr>
<td>11.00am-11.20am</td>
<td>Recess</td>
</tr>
<tr>
<td>1.00pm-1.40pm</td>
<td>Lunch Recess</td>
</tr>
<tr>
<td>2.45pm</td>
<td>Dismissal</td>
</tr>
<tr>
<td>3.10pm</td>
<td>Pre Primary - Year 6</td>
</tr>
</tbody>
</table>

Children are dismissed from class at 3.10pm to assemble at the lower gate for “Drive-Through”.

Staff Meetings
Staff meetings are held every Tuesday from 3.30pm - 4.30pm and staff are unavailable for interviews at this time.

PARENT-TEACHER COMMUNICATION

On-going communication between parents and teachers is essential in providing the best education for all students in our care. The first point of contact should always be the class teacher. If you are still not satisfied with the outcome, please make an appointment to meet with an Assistant Principal or the Principal.

Parent-Teacher Information Nights
These are held within the first three weeks of Term One. It is essential that every family is represented at these information nights to be aware of the school/class programs.

Assessment and Reporting
Parents are encouraged to contact the school at any time if they need feedback about their child’s progress. Whole school assessment is as follows:

Term 1: Parent/Teacher Interviews
Term 2: Semester 1 Reports
Term 3: Learning Journeys
Term 4: Semester 2 Reports
Newsletters
Newsletters are emailed home every Thursday during term time and a copy is posted on the school website each week. If required, some hard copies are kept in the office for collection.

Absentee Notes
If your child is to be absent from school on any day, parents are required to contact Administration before 9.30am to confirm the absence. The school will be in contact with parents regarding any unconfirmed absences.

A written absentee note must be given to the class teacher on the child’s return to school after any absence, even when a verbal explanation has been given.

Extended Absenteeism
Where students are absent for extended periods of time from school by choice of their parents [e.g. holiday overseas] special work will not be prepared by the teacher. Educational research has shown that it is NOT advisable for children to be absent from school during the term as it can have a negative impact on their learning. If families are planning extended breaks from school, the Principal must be notified beforehand in writing. It is school policy that fees are still paid during these times.

PARENT ORGANISATIONS

St Paul’s Parents & Friends Association (P & F)
The P&F meets each month and works to develop community involvement within the school, socially, financially and through information evenings. All parents are encouraged to attend these meetings and support social functions.

Class Liaison Parents
These volunteers are responsible for maintaining contact with the families in each class. The list of Class Liaison Parents for the year is published in the school newsletter at the beginning of the year.

DAY TO DAY MATTERS

School Assemblies
- A brief prayer assembly is conducted at 8.45am each Monday and all parents are welcome to attend.
- A formal school assembly is conducted every second Friday morning in the Barbier Hall commencing at 8.45am (PP to Year 6). At this assembly, class items are presented and students receive Merit Awards.

A School Nurse
The School Nurse from the School Health Services visits this school. Students in Pre Primary have a full health appraisal in second term. Vision checks and reviews are carried out on a regular basis. Parents seeking advice on health issues may contact the nurse through the School Principal.

Immunisation
Parents are expected to keep their children’s immunisation up to date. Children in Year One should already have completed all infant immunizations including measles/mumps and have had their five year old boosters when they turned five. The next booster due is at age twelve and every ten years thereafter.

Bicycles
Some of the older students ride their bicycles to school. No child will be allowed to ride a bicycle without a safety helmet. No bikes are to be ridden on the school grounds and bicycles are to be walked to the racks provided in the undercroft.
The Uniform Shop
The Uniform Shop is organised by volunteer parents. It is open each Wednesday from 2.45pm – 3.30pm. Should parents be unable to visit the shop during opening time, order forms, available from the school's administration or downloaded from the school's website, may be lodged through the Office.

Pupil Free / Staff Professional Development Days
Any Pupil Free Days during the year will be advertised from the start of the year in the school calendar which is posted on the St Paul's webpage. Reminders or notice of any unavoidable changes will be announced through the school newsletter.

Pre Kindy (3 Year Old) Program
St Paul's offers a 3 Year Old Pre Kindy Program which is held on Monday and Friday mornings during normal term time. Please register your interest at the school office if you intend to enrol your child.

School Fees
Accounts are sent out at the beginning of Terms 1, 2 and 3. Please contact the Principal should you have any difficulty settling these accounts. All discussion regarding these matters is held in the strictest confidence. The Health Care Card Tuition Fee Discount Scheme is available on application.

### TERM DATES FOR 2015

<table>
<thead>
<tr>
<th>Term 1</th>
<th></th>
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<tbody>
<tr>
<td>29 January</td>
<td>Thursday</td>
<td>School Commences (staff)</td>
</tr>
<tr>
<td>30 January</td>
<td>Friday</td>
<td>School Commences (staff)</td>
</tr>
<tr>
<td>2 February</td>
<td>Monday</td>
<td>School Commences (students)</td>
</tr>
<tr>
<td>2 March</td>
<td>Monday</td>
<td>Labour Day Public Holiday</td>
</tr>
<tr>
<td>2 April</td>
<td>Thursday</td>
<td>End of Term 1</td>
</tr>
<tr>
<td>3 April</td>
<td>Friday</td>
<td>Good Friday Public Holiday</td>
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<table>
<thead>
<tr>
<th>Term 2</th>
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<tbody>
<tr>
<td>20 April</td>
<td>Monday</td>
<td>Students Commence Term 2</td>
</tr>
<tr>
<td>27 April</td>
<td>Monday</td>
<td>ANZAC Day Public Holiday</td>
</tr>
<tr>
<td>1 June</td>
<td>Monday</td>
<td>WA Day Public Holiday</td>
</tr>
<tr>
<td>2 June</td>
<td>Tuesday</td>
<td>Pupil Free/Staff PD Day</td>
</tr>
<tr>
<td>3 June</td>
<td>Wednesday</td>
<td>Pupil Free/Staff PD Day</td>
</tr>
<tr>
<td>3 July</td>
<td>Friday</td>
<td>End of Term 2</td>
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<table>
<thead>
<tr>
<th>Term 3</th>
<th></th>
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<tbody>
<tr>
<td>20 July</td>
<td>Monday</td>
<td>Pupil Free/Staff PD Day</td>
</tr>
<tr>
<td>21 July</td>
<td>Tuesday</td>
<td>Pupil Free/Staff PD Day</td>
</tr>
<tr>
<td>22 July</td>
<td>Wednesday</td>
<td>Students Commence Term 3</td>
</tr>
<tr>
<td>24 September</td>
<td>Thursday</td>
<td>End of Term 3</td>
</tr>
<tr>
<td>25 September</td>
<td>Friday</td>
<td>Pupil Free/ Catholic Day</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Term 4</th>
<th></th>
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<tbody>
<tr>
<td>12 October</td>
<td>Monday</td>
<td>Students Commence Term 4</td>
</tr>
<tr>
<td>11 December</td>
<td>Friday</td>
<td>End of Term 4 (students)</td>
</tr>
<tr>
<td>18 December</td>
<td>Friday</td>
<td>End of Term 4 (staff)</td>
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THE “ST PAUL’S WAY” ROAD SAFETY PLAN

Parents are asked to use the roads around the school block as a ONE-WAY system during pick-up and drop-off times to ease traffic flow and allow a safer use of the drive-through.

Drivers should aim to keep the school on their left at all times so that the traffic flows:
- Along Learoyd Street (from Rookwood Street toward Francis Street)
- Left at Thongsbridge Street
- Left at Robin Street
- Left at Rookwood Street
- Left into Learoyd Street

Cars should NOT park in the drive-through at any time, nor should cars attempt to pass waiting vehicles. For the safety of our children it is expected that parents respectfully follow the directions of the teacher on duty. Abuse of the staff on duty by parents will not be tolerated.

PLEASE DO NOT QUEUE IN LEAROYD STREET.

Cars approaching the drive-through must NOT queue along Learoyd Street. If the drive-through is full, cars must follow the “St Paul’s Way” and continue along Learoyd Street and proceed left around the block.

If you enter the drive-through area but your child is not there, do not stop and wait for them to arrive. Instead, continue through the drive-through, turn left into Learoyd Street and proceed left around the block.

When exiting the drive-through, all cars should turn left into Learoyd Street, as per the “St Paul’s Way”, to reduce traffic congestion.
YEARS 1 TO 6 UNIFORM REQUIREMENTS

### SUMMER

**GIRLS**
- Blue Hat with School Crest
- Summer Dress
- Red or Blue Hair Ties/Ribbons **only**
- Navy Sandals/or
- Black School Shoes
- White Socks *(Short)*

**BOYS**
- Blue Hat with School Crest
- Blue Shirt *(Short sleeved)* with crest
- Grey Shorts *(Gabardine)*
- Navy Sandals/or
- Black School Shoes
- Grey Socks *(Short)*

### WINTER

**GIRLS**
- Winter Tunic *(Years 1 to 4)*
- Winter Skirt *(Years 4 to 6)*
- Blue Shirt *(Long/short sleeve)* with crest
- Red Tie
- School Jumper
- Black Shoes
- Grey Socks *(Short or Long)* or Grey Tights
- Red or Blue Hair Ties/Ribbons **only**

**BOYS**
- Grey Trousers *(Long)*
- Blue Shirt *(Long/short sleeve)* with crest
- Red Tie
- School Jumper
- Black Shoes
- Grey Socks *(Short or Long)*

### SPORT

**GIRLS**
- Blue Polo Shirt with crest
- Navy Shorts
- Red Tracksuit with blue stripe
- White Socks

**BOYS**
- Blue Polo Shirt with crest
- Navy Shorts
- Red Tracksuit with blue stripe *(new style)*
- White Socks

Plain White Sandshoes *(with minimal trim)*

**OPTIONAL ITEMS WITH ST PAUL’S CREST** - School Bag/Library Bag/Swim Bag/Scarf

KINDERGARTEN & PRE-PRIMARY School Hat and Sport Uniform (optional).

All items other than shoes are available from the Uniform Shop each **WEDNESDAY** from 2.45-3.30pm

Money and orders can also be left in a **NAMED** envelope in the office. Uniform Shop prices are kept to a minimum and purchasing from other stores is discouraged as shirts and polo shirts purchased elsewhere are a slightly different colour and need to have a school crest ($2) sewn onto each item.

**ACCESSORIES – Jewellery:** One pair of studs or sleepers – one per ear. Other jewellery is restricted to religious medals or functional wrist watches. Chains must be worn under uniform and at all times to be responsibility of child. No bracelets or bangles at school.

**Hair length:** Hair longer than shoulder length must be tied back. **Hair accessories:** Red or blue ties, ribbons and head bands only.

**Nail polish** is not to be worn to school.
Principal: Joanna Noonan
Assistant Principals: Mac Callisto and Jesse Yock
Administration Officer: Maureen Quin
School Bursar: Virginia Thomas
Pre Kindy Teacher (3 Yr olds): Michelle Sims
Pre Kindy Education Assistant: Helen Chatzimichail
Kindergarten Teacher (4 Yr olds): Mac Callisto
Kindy Education Assistants: Mary Kerrigan and Connie Mezzatesta
Pre Primary Teacher: Helen Mason
Pre Primary Education Assistants: Melissa Townsend and Jeanette Casey
Year 1 Teacher: Chiara Triscari
Year 1 Education Assistant: Morena Bonotto
Year 2 Teacher: Christina Connolly
Year 2 Education Assistant: Christina Miller
Year 3 Teachers: Irene Pangestu / Sonia Todaro
Year 3 Education Assistant: Rebecca Glynn
Year 4 Teacher: Catherine Nguyen
Year 5 Teacher: Natasha Flexman
Year 6 Teachers: Jesse Yock (Mon to Thurs)
                      Julia Waller (Fri)
Library Technician: Shelley Antoni
Support Teacher: Donna Andrews
Physical Education Teacher: Rebecca Menzies
Music Teacher: Nick Dabbs
Italian Teacher: TBA
Science Specialist Teacher: Julia Waller
Extension Teacher: Julia Waller
ST PAUL’S ENROLMENT POLICY

1. St Paul’s, as a Catholic Primary School, recognises the uniqueness of each student.

2. The Sisters of Our Lady of the Missions founded our school in 1929 with the aim of educating the whole person. We continue to strive to do this by offering varied educational activities.

3. Parents must have a genuine desire for the religious values of St Paul’s School, its Catholic ethos, goals, aims and objectives. St Paul’s is committed to a vision of parents as the first educators of their children.

4. Enrolment into the school, therefore, expresses a commitment by parents to fully support school policies, practices and activities. This commitment extends to the School Board and the Parents and Friends Association.

5. Where the interests of a child or parent cannot be met within the school, an alternative education facility will be suggested to help meet the family’s needs.

6. The school will adhere to the Catholic/non-Catholic ratio parameters as set down by the Catholic Education Office for the diocese. The ratio directs the school to have at least 80% Catholic students. At the time of inquiry, this will be made clear to prospective parents.

7. In accepting an offer of enrolment, parents agree to pay all school fees and charges by the due date. If genuine financial need exists, parent contact with the Principal is required.

8. One term’s written notice is required when cancelling the enrolment of a student. Failure to communicate an intention to withdraw a student will result in one term’s fees being charged.

9. At all times the Principal may enrol a student where it is in the pastoral interests of that family, regardless of all other factors. Such a decision would be made with appropriate consultation (eg The Parish Priest, The Catholic Education Office).

10. The acceptance of an application form does not guarantee an enrolment interview or an offer of enrolment.

11. Enrolment at St Paul’s shall only be offered where the school has age-appropriate vacancies and the resources required to meet the specific needs of the student.

12. Enrolment at St Paul’s does not guarantee enrolment in any other Catholic school.

13. Enrolment priorities are as follows:

- Catholic students from the Parish with a Parish Priest reference
- Catholic students from outside the Parish with a Parish Priest reference
- Other Catholic students
- Siblings of non-Catholic students
- Non-Catholic students from other Christian denominations
- Other non-Catholic students
SCHOOL FEES:
SETTING AND COLLECTION POLICY

RATIONALE:

As a Catholic school, operating as part of the Catholic Church, we have a vital mission, to provide a Catholic education for the children of families in our Parish. As a school community, we have an obligation to ensure that families who desire their children to be educated in their faith can do so without fear of prejudice on the grounds of financial concerns.

State and Commonwealth funding does not provide all the funds necessary to maintain the operation of the school. The school depends upon financial contributions from the families to provide the best possible level of education. There is, therefore, an obligation on families with children at St Paul's to contribute to the cost of running the school. This obligation, termed “school fees” for the purposes of this policy, incorporates tuition fees, amenities fees, various levies and other charges. In the interests of justice and equity for all members of our school community there is the expectation that all families will contribute to the collection of school fees according to their ability.

PRINCIPLES:

To ensure that there is equity and justice in all financial matters relating to school fee collection, the following principles will apply:

1. The collection of school fees shall be approached in the spirit of Christian charity and justice.
2. The inability to pay school fees will not be a factor in determining the acceptance or enrolment of a family into the school.
3. The inability to pay school fees will never be a reason for the exclusion of a student from the school.
4. The inability to pay school fees will never be a reason for the withdrawal or withholding of services to the student.
5. In a spirit of Christian charity and justice the School Board will actively pursue the collection of school fees by those families with the capacity to pay.
6. In the practice of Christian charity all applications for fee concessions will be treated with dignity, compassion and confidentiality.
7. All information pertaining to parents and the collection of school fees will be treated with the utmost confidentiality.
8. Any changes to the School Fee Policy will generally be communicated to parents and the school community at the Combined School Board and P&F AGM in November, or at least four weeks prior to the proposed implementation date.
9. The School Board shall ensure that in setting the school fees each year, they do not exceed the recommended increase set by the Catholic Education Commission of Western Australia.
Procedures for Payment of School Fees:

1. School fee accounts will be sent out during week 3 of the 1\textsuperscript{ST} term and during week 2 of terms 2 and 3.
2. Term fee accounts are to be paid by week 5 of the term in which they are issued.
3. Fees may be paid by cheque or cash at the school office during normal office hours or via B-Pay.
4. School fees may be paid on a weekly, fortnightly or monthly, term or annual basis.
5. Any parent seeking relief or concession or a variation of their school fees is encouraged to contact the Principal to discuss the matter and complete a Variation of School Fee Schedule.

Procedures for Payment of Outstanding School Fees:

1. School fee accounts will be sent out during week 3 of the 1\textsuperscript{ST} term and during week 2 of terms 2 and 3.
2. Term fee accounts are to be paid by the end of week 5 of the term in which they are issued.
3. If payment has not been received by the commencement of week 6, a reminder account will be issued. Parents have 14 days from the date of the reminder account in which to either pay the account or contact the Principal to discuss an application for a Variation of School Fees Schedule. The onus is on the parent to initiate contact with the Principal.
4. If payment, or contact with the Principal, has not been made by the commencement of week 8, a first and final letter will be issued. This letter will notify the parent of the intention to take further action, if the parent fails to pay the account or contact the Principal to discuss a Variation of School Fees Schedule within 7 days of the date of the letter.
5. If, at the end of that 7 day period (week 9), payment has not been made or there has been no contact with the Principal to discuss a Variation of School Fees Schedule, the matter will be referred to a debt collection agency, for collection of all outstanding fees.
6. A week refers to school weeks of that current term.
# SCHOOL FEE SCHEDULE FOR 2015

## Family Fees 2015 (per year)

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<tr>
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<th>Amount</th>
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<tbody>
<tr>
<td>Building Levy</td>
<td>$342</td>
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<tr>
<td>Year Book</td>
<td>$36</td>
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<tr>
<td>Maintenance Levy</td>
<td>$291</td>
</tr>
<tr>
<td>Voluntary P &amp; F Levy</td>
<td>$99</td>
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## Annual Tuition Fees for 2014 (per child/year)

<table>
<thead>
<tr>
<th>Number of children at St Paul’s from Kindy to Year 6</th>
<th>PP to Yr 6</th>
<th>4 year old kindy (3 sessions/week)</th>
<th>Pre Kindy (2 sessions/week)</th>
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<tbody>
<tr>
<td>1</td>
<td>$1716</td>
<td>$1647</td>
<td>$2400</td>
</tr>
<tr>
<td>2</td>
<td>$1544</td>
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<td>3</td>
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<tr>
<td>4</td>
<td>$0</td>
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<td>$2400</td>
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## Additional Compulsory Charges $ per Student (per year)

<table>
<thead>
<tr>
<th>Additional Charges</th>
<th>KG</th>
<th>PP</th>
<th>Yr1</th>
<th>Yr2</th>
<th>Yr3</th>
<th>Yr4</th>
<th>Yr5</th>
<th>Yr6</th>
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<tbody>
<tr>
<td>Resources/Other Levy</td>
<td>222</td>
<td>321</td>
<td>396</td>
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<td>396</td>
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<tr>
<td>Mathletics/Spelladrome/Reading Eggs</td>
<td>27</td>
<td>51</td>
<td>51</td>
<td>51</td>
<td>51</td>
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<tr>
<td>Technology Levy</td>
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STUDENT MEDICATION AUTHORITY/RECORD

Where possible, student medication should be administered by the student or by parents/guardians at home in times other than during school hours. As this is not possible in all instances, before the Principal approves school staff to administer prescribed medication to students, the following requirements must be met:

- The doctor prescribing the medication is to be aware that school staff will administer or supervise the administering of medication to students.
- The doctor is to provide in writing any additional information to staff regarding special requirements that may exist for the administration of the medication.
- The doctor should provide in writing all information of any side effects of medication and consequences of providing medication where it is not necessary.

Prescribed student medication is to be presented to the Principal and should be stored in a container clearly showing the name of the student, the type of medication, the dosage and frequency.

I __________________________ being the parent/guardian of __________________________ (name of student) request that staff at St Paul’s Primary School, Mt Lawley, administer the following medication as prescribed by Dr________________________ for the purpose of treating __________________________ (condition).

Name of medication: ___________________________

Dose: ___________________________ Time to be taken: ___________________________

Comments:

_________________________________________________________________________________
_________________________________________________________________________________

Signature of Parent/Guardian ___________________________ Date ___________________________

The Doctor’s written information and any additional relevant information should be attached.