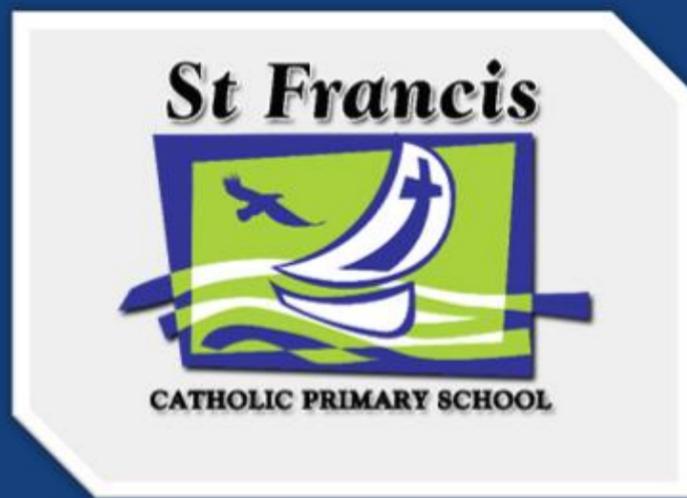


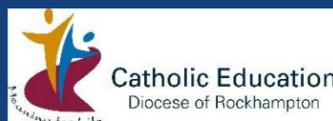
ST FRANCIS CATHOLIC PRIMARY SCHOOL



PARENT HANDBOOK 2026



St Francis Catholic Primary School
1 Francis Way
P.O. Box 3506
Tannum Sands, QLD 4680
Administration: (07) 4994 8320
Email: info@sftsrok.catholic.edu.au
Website: www.stfrancis.qld.edu.au



OUR SCHOOL



Guiding Principles

MISSION STATEMENT

Inspired by our Franciscan values of peace, love and acceptance, with Christ at our Centre, we encourage resilience, participation, diversity and a sense of belonging and a love of life-long learning.

CORE PURPOSE

St Francis Catholic Primary School opened in January 2005. A strong emphasis is placed on developing an ethos of compassion and care and an opportunity for educational excellence in a Christian environment. A Franciscan Spirituality is adopted with a culture also embracing the Indigenous heritage of this region.

VISION STATEMENT

The St Francis School Vision Statement echo's the ethos of precious and tangible Spiritual relationships reflected in the 4 key principles of our school motto, 'Journey as Family in Peace through Love', by:

Supporting family and wider Church with each child's *JOURNEY* to reach their personal, educational and spiritual potential

Living as people in relationship, as a *FAMILY*, accepting difference, caring for one another and growing together

Striving for *PEACE*, under the patronage of Saint Francis, recognised in the respect for all of God's creation

Living *LOVE* for one another, as Jesus has shown us, for God is *LOVE*

SCHOOL PRIORITIES

Catholic Ethos

SP 1.1: Connecting our stories through dialogue, learning and prayer.
To enhance an authentic and contemporary Catholic identity through dialogue and recontextualisation to invite post-critical belief.

Effective Teaching & Learning

SP 1.1: Connecting our stories through dialogue, learning and prayer.
To enhance an authentic and contemporary Catholic identity through dialogue and recontextualisation to invite post-critical belief.

Pastoral Support & Wellbeing

SP 3.1: Honouring student diversity.
To sustain and deepen a culture characterised by positive and caring relationships, high expectations, strong mutual support and a learning environment that is safe, respectful and inclusive. A setting where learners are happy and optimistic is a setting where learners with thrive.

Leading, Partnerships & Resourcing

SP 4.1: Engaging all in school life.
To drive a strong improvement agenda that honours the gifts of the whole school community to continually strengthen the learning culture.

PRINCIPAL'S WELCOME



Welcome to St Francis Catholic Primary School. On behalf of our children, staff and parents I extend a warm welcome to you and your family.

Nestled in the picturesque surrounds of Tannum Sands, St Francis Catholic Primary School is a vibrant and nurturing community where students are inspired to grow in faith, knowledge, and character. Located on a beautiful 10.52-hectare site, which includes areas of native bushland alongside the Boyne River, our school embraces the natural environment while fostering a deep sense of stewardship and care for creation.

Since opening in 2005, St Francis has been dedicated to providing an inclusive and supportive environment for all students. Guided by our Franciscan values of peace, love, and acceptance, we strive to develop the 'whole child' - spiritually, academically, socially, and emotionally. With Christ at the centre of all we do, our school celebrates diversity, fosters resilience, and instils a lifelong love of learning in every student.

At St Francis, our outstanding professional staff tailor the curriculum to meet the unique needs of each learner, ensuring every child is equipped to succeed in an ever-changing world. Our curriculum embraces the Australian Curriculum Learning Areas and Religious Education, with specialist lessons in Physical Education, Music, Drama, Dance, Visual Arts and Digital Technologies enhancing the learning journey, while opportunities for instrumental, guitar, and piano lessons further enrich our students' experiences.

We believe that education is a partnership, and together with parents -the first educators of their children- we strive to build a community where every child feels a strong sense of belonging. Our Whole School Positive Behaviour and Wellbeing Framework reinforces our commitment to providing a safe, respectful, and supportive environment for all. Every day, we focus on learning, showing respect, acting safely, and giving thanks, helping our students to grow into well-rounded individuals with strong moral and ethical foundations.

Visitors and families often comment on the warm and welcoming atmosphere at St Francis Catholic Primary School. This sense of community reflects our strong relationships within the parish, the wider local area, and our connections across the globe.

At St Francis Catholic Primary School, we invite students to embark on a journey of discovery and reflection. Together, as a community of learners, we strive to nurture each child's unique gifts so they may flourish and make meaningful contributions to our world.

We warmly invite you to explore the opportunities and spirit that make St Francis Catholic Primary School a special place to learn, grow, and belong.

Kind regards,
Samantha Suthers
Principal



STUDENT PROTECTION

Student protection and wellbeing are paramount in all Catholic Schools in the Diocese of Rockhampton. By the very nature of their mission and ethos, Catholic schools in the Diocese of Rockhampton place the highest priority on the safety and care of the children and young people who are their students. All students have a right to expect that the school will always do all that is possible to protect them from any kind of harm and create safe learning environments.

Catholic Education is committed to best practices in student protection and the development of proactive approaches to equip people with the skills and knowledge to identify risks of harm and respond appropriately.

In Catholic Education, Diocese of Rockhampton, protection for students is based upon the belief that each person is made in the image of God and that the inherent dignity of all should be recognised and fostered. The need for Student Protection Processes arises primarily from the Catholic education community's concern about this reality in our midst. This concern flows from our Christian belief in the dignity of all persons. We see children as entrusted to us by the love of God, and are committed to the protection of their rights.

The purpose of the Student Protection Processes is to provide a framework for responding to and reporting allegations or suspicions of:

- sexual abuse or likely sexual abuse to a student by another person
- harm or likely harm to a student from any source
- inappropriate behaviour by a staff member towards a student.

The processes to be followed to ensure that prompt, professional, sensitive and appropriate action is taken by Catholic Education personnel in schools and at the Diocesan Catholic Education Office (DCEO).

More information can be found on the Catholic Education Diocese of Rockhampton website <http://www.rok.catholic.edu.au/catholic-schools/student-protection/>

Student Protection Contacts



Samantha Suthers
Principal



Meredith Grove
Assistant Principal Religion



Deborah Whitfield
Classroom Teacher



Leann Hansen
Classroom Teacher



Melissa Davey
School Counsellor



Jessica Greenaway
Outside School Hours Care
Coordinator

SCHOOL ROUTINES



STUDENT DROP OFF & PICK UP

The Kiss and Drop Zone is an area near the school gates that enables you to drop your child off safely and quickly. It is available in the mornings for student drop off between 8:10am and 8:25am. The intention is that drivers do not wait in these zones and that they stay in the vehicle so that traffic is streamlined and queues are minimised. Duty teachers will indicate movement through the Kiss and Drop zone. ***In line with our school expectations, parents and carers are requested to be always patient and respectful.***

Orange witches hats are placed along the lane for safety and cars are asked to proceed all the way through the Kiss and Drop zone to merge with other traffic.

STUDENT KISS AND DROP RULES:

- Kiss & Drop is a 'No Parking' zone.
- Drive all the way to the Tuckshop (#1 spot).
- Drivers must stay in the vehicle. Students must be able to unbuckle and buckle themselves independently in order to use Kiss & Drop.
- Ensure children have their school bags and are wearing their hats to ensure a safe and efficient exit from the vehicle.
- Staff can assist with student backpacks if they are in the car boot.
- Children must ONLY leave and enter the vehicle from the footpath side door not the road side.
- To ensure safety and flow of traffic, do not park in the Staff Car Park opposite the office.
- The staff member on morning and afternoon Kiss & Drop duty will assist your children in getting out of the car.

2.45 pm PICK-UP PROCESSES:

Drive slowly into the school keeping to the right, make your way around the center island and stop. Traffic duty staff will direct cars to the Kiss and Drop zone proceeding the 2.45 pm school bell.

Parent and Student Walk In

Parents are welcome to park in the designated parking areas and walk with their children to the Undercover Area at morning drop off. In the afternoons, parents are again welcome to park in the designated parking areas and proceed to the Undercover Area to wait for their child there. Children must use the school crossing to cross the road and must be accompanied by an adult.

ALL traffic signs and signals are to be followed. Police regularly patrol Francis Way to ensure traffic laws are being adhered to.

SCHOOL SCHEDULE:

8:10am	Student drop off begins. Supervision provided by a member of leadership on the oval.
8:25am	First bell rings. Students sit in their class lines in the undercover area. Our Year 6 students lead the school in prayer followed by any daily notices. Students walk with their teacher to their classrooms to begin Session 1 of learning.
9.30 am (approx.)	Active movement break and fruit break
10:40am - 11:20am	First break
11.20 am - 1.00 pm	Session 2 of learning.
1:00pm - 1:20pm	Second break
1.20 pm - 2.45 pm	Session 3 of learning.
2.40 pm	Bus pick-up for students who travel home on the bus
2:45pm	Classes return to the undercover area with their teacher. Students are to be collected from the undercover area or via the "kiss and drop" lane when the final bell rings at 2:45pm.

Punctuality in bringing your child to school and collecting your child is very important. If you arrive late and your child misses some of the learning, it can be unsettling for both your child and the other children in the group. If you arrive late to collect your child, it can be very disconcerting for them. Teachers would appreciate it if you could notify them if you are going to be delayed in collecting your child. If your child arrives to school after 8:45am, we ask that they sign in through the office.

Please remember this is a five day a week program and therefore children are expected to attend on a full-time basis. If your child is ill, or will be absent for any reason, please inform the school.

UNIFORM



All students	Polo	St Francis Stripe Polo Shirt	Designed to be worn out for comfort.
	Sports/House Polo	Sports Polo incorporating the school colours and sports house colours	Designed to be worn out for comfort. Worn at Athletics and Swimming carnivals. Also worn once a week on PE Day.
	Socks	St Francis logo sports crew socks or plain white crew socks	Crew socks can be purchased from the uniform shop
	Shoes	Black closed in shoes with Laces or Velcro	No buckles, T-bar, canvas, volleys or Mary-Jane type footwear. Preferred black jogger.
	Hat	Navy/ Lime St Francis Bucket Hat	Purchased from the uniform shop
	Jacket/Vest	Navy St Francis zip jacket or vest Micro jacket	Winter Winter / Light showers
	Pants	Navy tracksuit pants	Winter
Girls	Skorts/ Shorts	Navy skort from Uniform Shop Navy with logo from Uniform Shop	Sizes 4-22 Option for daily wear
	Tights	Navy tights	Winter - worn under skorts and shorts.
Boys	Shorts	Navy with logo from Uniform Shop	Note: shorter length available only sizes 4 – 8
Year 6 Students	Polo	Year 6 / Senior Polo	Sizes 10-20 This is an alternative and not a replacement to the striped St Francis Polo.
Jewelry	Necklaces	No locket or other necklaces.	Only a cross / religious medal (i.e. St Christopher) allowed and should be worn under Polo and not be seen.
	Watch	Watches permitted (please see wearable devices below)	
	Earrings	Plain gold or silver studs or sleepers allowed with one in each lobe only	None to be present elsewhere on ear
	Rings	Specific signet rings allowed	No other rings permitted
	Bangles / bracelets	Not permitted	
Body markings	Body piercing, tattooing and make up	Not permitted	
Hair	Style	Extreme hairstyles which draw attention to the student through cut, colour, additive products etc are not permitted.	
	Long hair	Long hair (below shoulder length) must be worn tied back	All ribbons, headbands etc must be in school colours (black, white, navy blue, green only)
Fingernails	Style	Must be trimmed to fingertip length and no colours allowed	

****We kindly ask that all items are clearly marked with your child's name.**

Uniform Shop: Opened onsite at St Francis every Tuesday 8:30am-10:30am. Purchases can be made through the online store and collected from the office: www.wearitto.com/schools/st-francis-catholic-primary-school-ts

Second Hand Uniforms: Second-hand uniforms are available for purchase from the P&F for \$3 per item. The P&F will communicate when the stall will be available for parents to look through, often at events commonly attended by parents. In between these events, requests can be submitted via a Google Form and the Second Hand Uniform Coordinator will be in touch asap.

https://docs.google.com/forms/d/e/1FAIpQLSdbJNli3Vg-PsvWdA8KhtOKwC30R_dd5hLgT6dspd50UtlcWA/viewform?vc=0&c=0&w=1&flr=0



MOBILE PHONE AND WEARABLE TECHNOLOGY



Devices include (but are not limited to) items such as mobile phones, electronic tablets, smartwatches or wearables and other emerging technologies which have the ability to connect to telecommunication networks or the internet. These devices are not to be used by students during school hours. While we understand that such devices can provide a sense of safety and security while travelling to and from school, they can also distract from learning, disrupt classroom focus, and potentially impede the development of healthy friendships and social interactions during the school day.

To support a positive learning environment and ensure the safety and privacy of all stakeholders, the following guidelines apply:

- **Personal Devices:** Personal devices must be turned off or placed in silent mode and handed into the school office before the 8:25am bell. Devices may be collected after the 2:45pm bell. While we acknowledge that some devices can be placed into modes such as “parent mode”, there is a risk that these settings may not be consistently applied. To ensure fairness and minimise distractions, all personal devices must be handed in.
- **School Devices:** Onsite school-issued devices, used during class time, are to be operated responsibly and only for educational purposes, in accordance with Catholic Education’s ICT Code of Practice.
- **Parents/Carers:** The school seeks the support of parents in the implementation of these guidelines by using the school’s preferred communication channels to contact their child during school hours. Parents are encouraged to carefully monitor and support their child’s use of electronic communication outside of school hours.

The school accepts no responsibility for replacing lost, stolen, or damaged devices. The school reserves the right to check a student’s bag if there is reason to believe a device has not been handed into the office as required.

Non-Compliance

Students who do not adhere to these guidelines will face the following consequences:

1. **Confiscation of Device:** The mobile phone or wearable device will be confiscated, secured in the front office, and the student’s parent(s) will be informed. Parent(s) may collect the device at their convenience.
2. **Disciplinary Action:** In cases of repeated non-compliance or inappropriate behaviour, the Principal may apply disciplinary action. This may include withdrawing the student’s permission to bring a mobile phone or wearable device to school for a set period or permanently.
3. **Mandatory Reporting:** In line with our mandatory reporting obligations, the school will take appropriate action if any student is found engaging in illegal activities.

These guidelines also apply when students are away from the school grounds for school-related travel, such as camps, excursions and school sports. In these cases, personal devices will be collected and retained by school staff and returned at the conclusion of the activity.

We trust that families will support these guidelines as a shared responsibility to ensure our classrooms remain places of focused teaching and learning, and our playgrounds spaces for joyful friendships and connection. Together, we can nurture a culture of respect, balance, and thoughtful technology use within our school community.

PASTORAL CARE

Pastoral Care at St Francis sees a lived, tangible environment of love and care. Students, staff and families share in the responsibility for themselves and others so that everyone feels safe and happy. It is characterised by a strong sense of belonging to family.

POSITIVE BEHAVIOUR AND WELLBEING FRAMEWORK

We each have an opportunity to contribute to positive whole school community relationships. *Every day, we have the opportunity to:*

- *Be respectful*
- *Be a learner*
- *Be safe*
- *Be thankful*

‘He counts the stars and calls them all by name.’ (Psalm 147.4)

As a Franciscan school, we embrace and value the dimensions within a person - physical, cognitive, social/emotional, spiritual, cultural, psychological/personal. Individual identity is fundamental; in the Franciscan Intellectual Tradition it is the unique, different and specific which is important to us. Witness to the Gospel values of our greatest teacher, Jesus Christ, is central as we *‘journey as family in peace through love’*. As educators at St Francis, we provide a loving environment and a supported social context in which each child can grow.

‘When you belong, you connect, when you connect you can learn.’

Authentic relationships among students, staff and families are key to building positive behaviours within a learning environment. “Young children experience their world as an environment of relationships, and these relationships affect virtually all aspects of their development.” Building relationships does not happen in a perfect world; it happens in the ordinary-ness and messy-ness that days can bring. The models informing the Positive Behaviour and Wellbeing Framework reflect the unique daily contexts within which we learn and grow.

‘Schools that do behaviour well create calm, respectful learning environments, student engagement and respect the rights of students.’

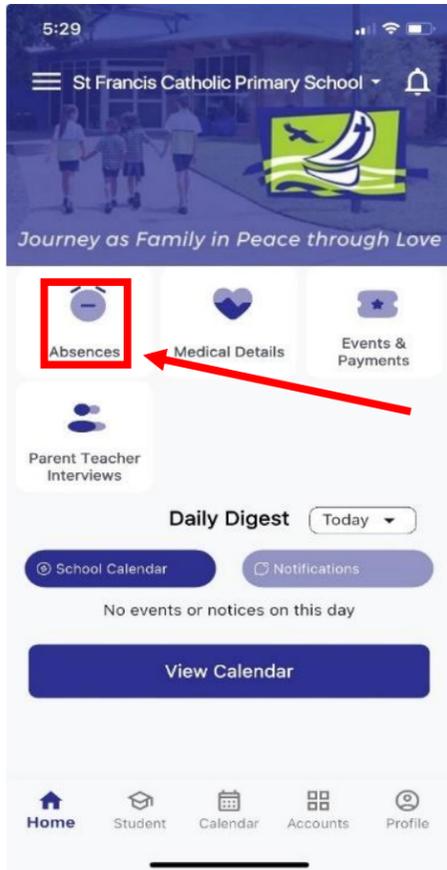
Three statements underpin our pedagogical practices at St Francis:

- We are learner centered.
- We are caring and supportive.
- We are communities of thinking and learning.
- Supporting students beyond simply addressing their behaviours provides a student-centered, family-community approach.



GENERAL INFORMATION

ABSENCES AND ATTENDANCE



We are keen to support all of our families so that students have the best possible experience at school and reach their full potential. Excellent attendance is strongly correlated with success in school and with high academic outcomes. When parents, students, and school staff share the expectation of excellent regular attendance in school, academic outcomes are enhanced. Of course, students should not attend school if they are unwell. Parents are asked to notify the school before 8.25 am if a student will be absent for any reason:

Reporting Absences or Lateness

Option 1: Log absences via the Parent Orbit app or Parent Lounge website

Option 2: Telephone the school office on 49 948 320

Arriving late and/or leaving school early: All students must be signed in and out at the office.

ACCIDENTS AND MEDICAL ISSUES

First Aid

When a child is injured at school, every care will be taken to ensure the child's safety. The normal procedure will be:

1. Basic first aid will be administered to minor injuries.
2. In more serious cases the school will endeavour to notify the child's parents/guardian and seek their advice.
3. If the parents/guardian cannot be contacted or the situation warrants it, the Principal will take whatever action he/she deems necessary to ensure the safety and well-being of the child, eg. Call an ambulance to take the child immediately to a doctor, dentist or the hospital.

Illnesses

The Queensland Health Department provides the following Timeout information for infectious conditions that may require exclusions of children from school, please refer to:

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

Sick Bay

Students unable to continue classes due to illness will be taken to the school office sick bay where parents will be notified. The child's parents and family doctor and/or an ambulance are all contacted should a child require urgent medical attention.

Medication

Where possible medication should be taken at home, however when it is necessary for medication to be taken at school you will need to complete an '**Administration of Medication During School Hours**' form. This is available via the school office or on Parent Lounge/Parent Orbit App. Only medication prescribed by a doctor in its original packaging with the doctor/chemist label will be administered.

No School/Staff Member is to administer Panadol, (a schedule 2 poison) or similar product, to a student unless the Panadol has a chemist label or written instruction from that person's medical practitioner. Parental request/permission alone without the chemist/doctor's label is not sufficient to meet the requirements of legislation. Parents are able to administer Panadol or similar to their child during the school day.

Children are allowed to carry Ventolin inhalers for use in an emergency. All other medications must be stored in the Sick Bay.

ASSEMBLIES

Whole school assemblies are held every Friday at 8:30am unless we are celebrating a Mass during that week. Please refer to the calendar in the Parent Orbit app. Parents and friends are invited to attend. Parents will be sent an email prior to your child's class teacher if your child is to receive an award.

Celebration Assembly

Celebration Assembly is held in Term 4, refer to the calendar in the Parent Orbit app for annual date. The Year 6 leaders for the following year will be announced at this whole school assembly. Parents are invited to attend.

BOOKLISTS

Available via the school website under "Enrolment".

Booklists can be purchased online via Office National in Gladstone. These are available at <https://booklist.officebrands.com.au/> by searching for St Francis Catholic Primary School Tannum Sands.

BUSES

CDC Gladstone provides urban and school bus services on behalf of the Department of Transport and Main Roads. More information is available on their website: <https://cdcqueensland.com.au/bus-services/gladstone-schools/>

CALENDAR

Parents are directed to the school Calendar available via the Parent Orbit app. This provides the most up to date information.

CAMPS

Camps are held biennially for Year 5/6 classes. Consent for camps is accessed via Parent Orbit App under 'Events and Payments'.

COMMUNICATION

St Francis Catholic Primary School is committed to ensuring that our parents are involved in the life of the school and are kept fully informed of events in school. The following are some of the ways in which the school currently communicates:

- **Email:** Emails to parents are the school's official means of communication with important information from the School Principal, Leadership team, Administration and Finance, and class teachers. It is important that emails are checked regularly and email address is up to date.
- **Parent Orbit:** Parent Orbit app is the central hub for communication between school and home. A letter to new parents is emailed in the first week of school with access details and further information.
- **Weekly Newsletter:** Our Newsletter is emailed to parents each Friday and is available through Parent Orbit and email. It provides general information about school events, celebrates student successes and achievements, gives reminders, and highlights important dates.
- **SeeSaw:** Seesaw is a classroom app, providing 'learning snapshots' of student learning tasks and engagement throughout the school week. Seesaw classrooms are set up at the beginning of each school year with information sent out to parents.
- **Student Diaries:** Students in Prep to Year 2 have a school diary, which enables quick communications between the classroom and family life. Additionally, Year 6 students are issued a school diary as part of the transition to secondary school. Student diaries are issued at the beginning of the school year from the school office.
- **Socials:** Facebook and the school website enable engagement with the school, families and wider community.

EXCURSIONS

Excursions, performances and invited tuition from outside agencies (e.g. Swimming Instruction, Environmental Learning Centre and Arts Council) occur throughout the school year. Since all approved excursions are relevant to the school curriculum, students are expected to participate. A general consent form is completed on enrolment to cover your child's participation in all activities conducted by or with the approval of the school. Information regarding the activity will be emailed home with your child well beforehand. The all-inclusive school fee covers the cost for year level excursions.

MUSIC EDUCATION

Instrumental Music Program

St Francis has a School Band, Choir and where possible offers other instrumental tuition. Lessons take place during school time each term and tuition is available for Brass, Woodwind, Percussion instruments (Years 3 – 6).

St Francis does have a limited number of instruments for hire however use of a school hire instrument cannot be guaranteed. The teacher will provide information for parents on where to hire or purchase instruments. Information regarding the cost and times of lessons is distributed to interested families at the beginning of each school year or on arrival for new families. Please see the Office for more information.

Private Piano Tutoring

For a fee, private piano lessons are available during school hours via an external provider Miss Liping. Contact lipinghe333@outlook.com for more information.

Private Guitar Tutoring

For a fee, private guitar lessons are available during school hours via an external Mr Jed Ware. Please contact the school office for further information.



LIBRARY/RESOURCE CENTRE

The children have the opportunity to use the Resource Centre each week for research information, communication and technology purposes. It is a requirement that the children use their school folio to keep their school library books in good condition and make them easier to find. Students may borrow up to five books at a time for a period of one week. Books must be returned at the end of the one week borrowing period. **Books are returned each Tuesday morning** during morning notices into trolleys placed in the undercover area. At the end of each term all books must be returned.

Where books are either damaged or lost by a student, replacement or cost recovery may be required.

LITURGIES AND MASSES

Celebration of our Catholic Tradition embraces all through regular whole school, class, Sacramental and shared Parish Masses and Liturgies. Families, friends and visitors are encouraged to join children in these celebrations. These events are advertised through the school newsletter and other communication platforms.



LOST PROPERTY

All lost property items are stored in our Lost Property Box situated in the undercover area, students are reminded regularly to check this venue if they have lost any items. Items with clearly marked labels are returned to students via their class teachers. All remaining items will be given to the uniform shop for sale as second hand items at the end of the term.

OUTSIDE SCHOOL HOURS CARE

We are so excited to welcome you to our Outside School Hours Care Service, located adjacent to the St Francis Catholic Primary School Prep classrooms. The service aims to provide leisure based, social learning experiences for children in Outside School Hours Care through the dedication of our qualified educators so that we can support each child's spiritual, physical, social, intellectual and emotional abilities.

Our OSHC is committed to providing a quality program where every child's physical, emotional, spiritual and social needs are met in a safe, caring and supportive environment.

Hours of Operation

- Before School Care: 6am - 8:25am
- After School Care: 2:45pm - 6pm
- Vacation Care Care: 6am - 6pm

OSHC Fees

Session Type	Routine Booking Fee	Additional Information
Before School Care	\$25.00 per child per session	\$2.00 surcharge for casual bookings*
After School Care	\$35.00 per child per session	\$2.00 surcharge for casual bookings*
Vacation Care	\$70.00 per child per session	Additional activity fees may be applicable
Late Fee*	\$30 per family per occurrence	Every 15 minutes or part thereof that a child is collected after service closes.

<https://www.stfrancis.qld.edu.au/blank-4>

PARENT TEACHER INTERVIEWS

Parent Teacher interviews are held in Week # of Term 1 and Term 3. 10-minute time slots are booked with your student's teacher/s via Parent Orbit app. You will be notified via email when the bookings open.

PARENTAL INVOLVEMENT

The building of Community at St Francis is a shared responsibility. It involves actively nurturing the relationships between students, families, staff, parish and the wider community. Integral to this is the development of a welcoming and supportive culture.

We welcome parent participation in:

- School Board
- Parents and Friends
- Tuckshop
- Classroom Volunteers
- Sports Coaching
- Assemblies
- Class and School Masses
- Social Events
- Sporting Activities

Parents attending school are to sign in at the office using the Visitors lap top on the side desk. This involves completing a brief visitors induction and receiving a printed Visitor name label, which is to be worn at all times during your visit. Return to the office when you are finished to sign out using the same lap top.

Volunteer Induction

Parents do not require a QLD Blue Card to volunteer at school and Parents & Friends events, however they do need to complete the school Volunteer Induction. In-person volunteer induction sessions are held at the beginning of each Term. Please refer to the Calendar in the Parent Orbit app for dates. The Volunteer Induction must be repeated each year.

PARENTS AND FRIENDS (Queensland Catholic Schools Parents – QCSP)

The P&F is responsible for fostering a sense of community within the school. They are also very active with their social activities and events. The QCSP meet regularly throughout the year with notices through the School Newsletter. Volunteers are always required. Contact the executive team via SFTS_PandFSecretary@rok.catholic.edu.au

STUDENT RECORDS

It is important that the school office retains up to date records of each family in the school. Please ensure that you advise the office of any changes to the information on record. These can be changed through the Parent Orbit app. In particular, the following variations should be notified.

- Change of address
- Change of telephone contact numbers
- Change of emergency contacts
- Change of family doctor or dentist
- Serious health conditions



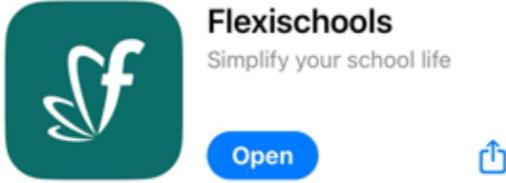
TUCKSHOP

Our tuckshop operates on Tuesdays 1st Break only and Fridays 1st & 2nd Break.

Orders and payment for tuckshop purchases are placed via FlexiSchools. This system allows parents or students to place orders from home, work or school at any time before the cut-off in the morning. **Cut-off time for orders is 7:30am on the day.**

If you cancel your order before the cut off time, you will receive a credit to your account.

Go to www.flexischools.com.au and click on "Register". Alternatively, download the Flexischools app.



Volunteers

With limited hours and resources allocated to our Tuckshop Convenor, it is our vibrant and generous parents who are central to this service for our children. The benefits of volunteering extend also to parents in building friendships and connections with other parents. Class parents are assigned particular weeks throughout the school year to assist in the tuckshop. This will be communicated on SeeSaw and in the newsletter. Regular volunteers are also greatly welcomed.

2026 FEE SCHEDULE

FEE SCHEDULE

All-Inclusive Education Fee	\$2,629
Building Levy	\$348
TOTAL ANNUAL FEES PER STUDENT	\$2,977

Fee Schedule with Family Discount applied to All-Inclusive Education Fee

Students in Catholic Schools	One	Two	Three	Four +
Per Week	\$74	\$69	\$61	\$55
Per Term	\$744	\$695	\$613	\$547
Per Year	\$2,977	\$2,780	\$2,451	\$2,188

The amounts noted above are per student. Fee schedules are reviewed and approved annually and published in advance of the forthcoming year. Fees may be subject to change, without notice, as a result of changes to Australian legislation and/or regulations. Catholic Schools referred to above includes all Catholic Schools in the Diocese of Rockhampton. Per week fees are based on 40 payment weeks per year.

Discounts



Family Discount

A **Family Discount** is offered to families with 2 or more children attending Catholic Education – Diocese of Rockhampton (CEDR) schools, as follows:

- 2 siblings attending CEDR schools:
7.5% discount applied to the All-Inclusive Education Fee of all siblings
- 3 siblings attending CEDR schools:
20.0% discount applied to the All-Inclusive Education Fee of all siblings
- 4 or more siblings attending CEDR schools:
30.0% discount applied to the All-Inclusive Education Fee of all siblings.

Family discounts are applied for each year, by completing the Confirmation of Enrolment form issued to all families.



Concession Card Discount

A **Concession Card Discount** is offered to families who hold a 'means tested' Government Health Care or Pensioner Concession card. These cards must meet eligibility criteria for this concession to apply.

- For eligible families: **40%** discount is applied to the All-Inclusive Education Fee of all eligible students within the family.

Principal's Concession Scheme - Total or partial exemption from the payment of fees and levies is available on application to the Principal to ensure that confidentiality is maintained.