



# All Saints School

## Albany Creek

# BACK TO SCHOOL

# 2017

Dear Parents,

To assist with your preparations for the beginning of our new school year in 2017, this information booklet has been produced. Other information about school procedures can be found on our school website.

This Back to School handout contains much of the information you will need as you prepare for 2017 at All Saints School. Please keep it at hand during the next few months.

I would like to take this opportunity to wish you and your family the very best for your future here at All Saints School.

Regards

Peter Pashen  
PRINCIPAL

### **Contact Details**

Website: [www.allsaints.qld.edu.au](http://www.allsaints.qld.edu.au)

School email: [palbanycreek@bne.catholic.edu.au](mailto:palbanycreek@bne.catholic.edu.au)

School Address: 4 Faheys Road East, Albany Creek 4035

School Phone No: 3325 6900

Absentee Phone No: 3325 6990

### **P&F & Tuckshop**

P&F meets second Wednesday of each month

Tuckshop days are Wed, Thu, Fri

Ordering must be done online only: [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au)

### **Parish Details**

Parish Mass Times: Sat 6pm, Sun 7am, 9am, 5.30pm

Parish Phone No: 3264 8283

Twitter:  @AllSaintsALB

## CLASSES AND STAFF

Prep Red	Cathy Sorensen	Assistant – Sharron McKeown
Prep Blue	Simone Bannan	Assistant – Megan Condon
Prep Green	Fiona Fricotte	Assistant – Susan Wall (Tue-Fri) Trish Simpson (Mon)
Prep Yellow	Jolene Lee	Assistant – Chris McCaul (Mon-Thu) Trish Simpson (Fri)
Year 1 Red	Kim Moore	
Year 1 Blue	Julie Sullivan (Mon, Tue, 2 <sup>nd</sup> Wed)	Stefanie Mitchell (2 <sup>nd</sup> Wed Thur Fri)
Year 1 Green	Rie Brennan	
Year 1 Yellow	Kylie O’Shea	
Year 2 Red	Ann-Louise Henrick	
Year 2 Blue	Giovanna Durham	
Year 2 Green	Sue Wilkins	
Year 2 Yellow	Monique Hickey (Mon to Thu)	Sharon Mitchell (Fri)
Year 3 Red	Matthew Wright	
Year 3 Blue	Janelle London (Mon Tue Th Fri)	/Angela Slade (Wed)
Year 3 Green	Michelle Shea	
Year 3 Yellow	Bernie Fiechtner	
Year 4 Red	Term 1 Priscilla Gordon	
	Term 2 Katherine Flood (2 <sup>nd</sup> Wed Thur Fri)	Priscilla Gordon (Mon Tue 2 <sup>nd</sup> Wed)
Year 4 Blue	Erin Corcoran	
Year 4 Green	Gabbie Lodder	
Year 4 Yellow	Meleah Zealey	
Year 5 Red	Sarah Campbell	
Year 5 Blue	Lisa Searle	
Year 5 Green	Samantha Lopez	
Year 6 Red	Emily Kosior	
Year 6 Blue	Erica Cosson	
Year 6 Green	Sam Collier	

## LEADERSHIP AND SUPPORT STAFF

Principal	Mr Peter Pashen
Assistant Principal	Mr Troy Parsons
Assistant Principal Religious Education	Mrs Geraldine Goode
Teacher Librarians and Primary Learning Leaders	Mrs Rachael Hill & Mrs Suellen Cotter
Literacy Specialist	Mrs Amanda Bradford (Tue Wed Fri)
Learning Support Coordinator	Mrs Paula Robinson
Learning Support Teacher	Mrs Helen Wilcox
Guidance Counsellor	Ms Melissa Allison
Financial Secretary	Mrs Catherine Reynolds (Mon Tues)
	Mrs Rebecca Agar (Wed Thur Fri)
Admin Secretary	Mrs Rebecca Agar (Mon Tues)
School Secretary	Mrs Amanda Lehane
Enrolments Secretary	Mrs Ann Young
Music Coordinator & Class Music Teacher	Mrs Mary Hehir
Music Tutor – Band	Mr Donald Smith
Music Tutor – Strings	Mrs Madeline Charles

Physical Education Teacher	Mr Marc Hughes
Creative Arts Teacher	Mrs Lisa Carter
Japanese Teacher	Mrs Mary Davis
Drama Tutor	Mrs Jill Chesher
Library Assistant	Mrs Lisa Hanley
Computer Technician	Mrs Jackie Knott
WPHS Officer	Mrs Alana LeMura
First Aid Officers	Mrs Catherine Reynolds, Mrs Rebecca Agar, Mrs Ann Young
School Officers	Mrs Lyn Doust, Mrs Marie Gillham, Mrs Jenny Heskett, Mrs Michelle McMillan, Mrs Trish Simpson, Mrs Chris Zander, Mrs Maria Patullo, Mrs Alana LeMura, Mrs Frances Macdonald, Mrs Belinda Politics, Mrs Maureen Jones, Mrs Paulla Taylor, Mrs Alisa Ward
Defence Transition Aide	Mrs Vicki Donaldson
Tuckshop Convenor	Mrs Trisha Wright
Second Hand Uniform Shop Coordinator	Mrs Louise Crawford
Groundsman	Mr Glen Sharpe
Cleaners	Mr Ken Roberts, Jani-King Australia

## SCHOOL OFFICE HOURS

2016 Monday 5<sup>th</sup> December 9am - 3pm

2017 Monday 16<sup>th</sup> January to Friday 20<sup>th</sup> January 9am - 3pm

2017 Tuesday 24<sup>th</sup> January & Wednesday 25<sup>th</sup> January 8am - 4pm

2017 Friday 27<sup>th</sup> January to Fri 2<sup>th</sup> Dec 8am - 4pm

(Office opens Monday to Friday during the year, but is closed School & Public Holidays)

School Office Closed Tuesday 6<sup>th</sup> December 2016 to Sunday 15<sup>th</sup> January 2017

## SCHOOL ROUTINE FOR 2017

8.00am Supervision begins (no child should be at school before 8am unless supervised in a music or sport program) Children are to sit quietly in the tuckshop area from 8am to 8.20am.

8.20am Play bell – Children can play under supervision in the Junior play areas.

8.40am School begins

2.55pm School concludes

3.20pm All children should be collected by this time (Please phone if you are held up in traffic to alert the school that you are running late)

## TERM DATES FOR 2017

Term One -Tue 24<sup>th</sup> January to Fri 31st March (10 weeks)

(26<sup>th</sup> Jan Australia Day)

Term Two -Tuesday 18<sup>th</sup> April to Friday 23<sup>th</sup> June (10 weeks)

(Anzac Day Tues 25<sup>th</sup> Apr, May Day Monday 1<sup>st</sup> May)

Term Three -Monday 10<sup>th</sup> July to Friday 15<sup>th</sup> September (10 weeks)

(Moreton Show Holiday Mon 14<sup>th</sup> August)

Term Four Tuesday 3rd October to Friday 1st December (9 weeks)

(Mon 2nd Oct Labour Day, Pupil Free Day during Term 4 Monday 16th October 2016)

## BOOKLISTS

Lists available from the school office.

Booklist suppliers:

Direct Stationery Suppliers, 151 Hamilton Road Wavell Heights. Ph. 3266 9224.

## UNIFORMS

Supplier of uniforms (other than the winter tracksuit) - Weareco Uniform Shop, 41 Kirby Road Aspley (previously known as Y's Clothing) Ph: 3263 5566.

Supplier of winter tracksuit – Lowes Menswear, Shop 168 Westfield Shopping Town, Gympie Road, Chermerside Ph: 3350 6460.

## SECOND HAND UNIFORMS

Coordinator – Mrs Louise Crawford

Available from the photocopier room of school office – please see office staff before going to this room.

Other items that can be purchased at the 2<sup>nd</sup> Hand Uniform Shop;

- Swimming Bags \$15
- Sports Hats \$18
- Library Bags \$10 (purchase from the library)
- Swimming Caps \$2

## OUTSIDE SCHOOL HOURS CARE OPTIONS

1. All Saint's OSHC run by Centacare, Child Care Services. Coordinator: Jo Long, Phone 3264 2195 or Website: [www.centacarebrisbane.net.au](http://www.centacarebrisbane.net.au)
2. YMCA OSHC at Albany Creek State School. For information email the Coordinator Zillah [aac@ymca.org.au](mailto:aac@ymca.org.au) or phone: 3264 4907.

## SCHOOL UNIFORM REQUIREMENTS

### Girls Uniform

#### **FORMAL:**

- Green check, drop waist with box pleat in the skirt, bodice straight through with sleeves and collar with ribbon tie. At a minimum, dress length should be just above the knee.
- Black leather shoes with plain white crew socks (above ankle height) – plain black shoes, leather upper with rubber soles will suffice for sports shoes as well as dress shoes (not canvas or basketball style).

#### **SPORTS:**

- Green wrap around skirt or midford knit short, with green and white polo shirt.
- If the skirt is worn, short bike pants (black or dark green) must be worn underneath.
- Shoes and socks as per formal uniform.
- Plain, house coloured T-shirts should be worn to designated school events.

## **Boys Uniform**

### **FORMAL:**

- Green check shirt (basic design with pocket trimmed).
- Green rigger shorts
- Black leather shoes with plain white crew socks (above ankle height) – plain black shoes, leather upper with rubber soles will suffice for sports shoes as well as dress shoes (not canvas or basketball style).

### **SPORTS:**

- Green midford knit short with green and white polo shirt.
- Shoes and socks as per formal uniform.
- Plain, house coloured T-shirts should be worn to designated school events.

### **Winter Uniform:**

- Bottle green V neck or zipper tracksuit jacket with school logo screen printed on left hand side. (This can be worn with the formal uniform and the sports uniform)
- The All Saints Micro Fibre Zip Jacket (with printed logo) may only be worn with the sports uniform.
- Optional items: Track suit pants, green tights (not stockings), scarf and gloves in school colours may be worn. Tracksuits pants are not permitted to be worn with the formal school dress.

### **Prep Uniform:**

Prep students are required to wear the Prep uniform every day and they must wear black leather Velcro shoes.

### **School Hat:**

The All Saints green hat with the school logo screen printed on the front panel must be worn each day. It is strongly recommended that the hat be embroidered with the child's name/initials.

### **Sports Hat:**

A double sided coloured bucket hat is available for students to purchase and wear. This hat is called the Sports Hat. It can be used for our own interhouse carnivals as well as interschool sports events. It is not to be worn for weekly PE lessons therefore this hat is not compulsory. It is available to purchase through the second hand uniform shop for \$18.

### **Hair:**

Students are to present themselves well groomed at all times. This shows pride in their own appearance and in their school uniform. Therefore:

- Extreme hair styles are not permitted. These include Mohawks, rat tails, shaved or number one cuts and colouring of hair.
- Hair is to be brushed or combed neatly when attending school.
- Hair accessories must be school colours (bottle green, sports green, white or uniform check). Acceptable hair accessories are as follows: plain head band; plain scrunchie; ribbon; plain clips or hair bands that are school colours or blend with the hair.

For safety reasons and to minimise the spread of head lice:

- Hair below collar length for both boys and girls must be tied back at all times.
- Hair that falls across the face or eyes must be tied or clipped back at all times.

**Jewellery:**

- Jewellery is not an accepted part of the uniform. Only a chain with a religious medal or cross may be worn inside the shirt or dress.
- Plain gold or silver (studs or sleepers only) may be worn in both ears, one earring in each ear.
- Children may also wear a signet ring.
- Plain digital or analogue watches may be worn.

**Make Up:**

- Make – Up, including nail polish is not permitted.

**Year 6 Leadership Shirt:**

- This is offered to Year 6 students to purchase and wear on Sports days.

**School Bag:**

- The green All Saints School Bag with logo is to be used for the duration of schooling at All Saints. It is strongly recommended that the bag be embroidered with the child's name/initials. It is compulsory to have this bag.

**Swimming Cap:**

Brisbane Catholic Education's position on students entering a pool and pool spas for swimming lessons or activities is that ALL students are to wear a swimming cap at all times whilst they are in the water.

## SCHOOL FEES AND LEVIES 2017

School fees and levies are set each year after consultation and approval from the School Board and Parish Finance Council.

The 2017 School Fees and Levies are as follows;

Please note all figures represent the annual payment figure.

Tuition (1Child)	\$1320
Tuition (Family -2 or more children)	\$2030
Capital Levy (per Family) compulsory	\$620
P & F Federation Levy (per Family)	\$100
Archdiocesan Futures Fund Levy (per Family)	\$31
Art, Craft & Paper Levy (per Child Yrs P-6)	\$100
Phys Ed Levy (per Child Yrs P-6)	\$130
Excursion Levy (per Child Yrs P-6)	\$80
Computer Levy (per Child Yrs P-6)	\$120
Prep Resource Levy (paid on acceptance)	\$175
Maths Levy (per Child Yr 1-6)	\$20
Student Diaries (per Child Yr 4 only)	\$8

Each year the Year 5 and 6 students go on school camp. Year 5 in February and Year 6 to Canberra in October. Based on this year's figures the cost of Year 5 camp is approximately \$270 each. The Canberra trip will cost approximately \$1120 and is paid in instalments over the preceding 4 terms, first payment being term 4 the previous year and 3 payments in Term 1, 2 & 3 of the year of the Canberra trip. Children who participate in the Music Program pay tuition

and hire of the instrument per term. The cost is around \$125 for tuition and \$90 for the hire of the instrument or \$135 for the hire of a Saxophone.

Children in the Music program also have a camp in June which normally the cost is \$120.

Book lists for Year 1 to Year 6 generally go home before the September holidays and have to be returned along with payment in the middle of October. The average price is \$150.00.

### Special Considerations

Families at All Saints have always been very supportive of the school financially and it is an expectation that all families will pay the school fees each year. From time to time, however, circumstances may mean that families find themselves in financial difficulty due to retrenchments, illness, disabilities or the like.

Parents who experience difficulty in paying fees must arrange a meeting with the Principal to discuss a concession on fees. Failure to discuss payment difficulties with the Principal or non-payment of fees may result in matters being referred to a debt collection agency.

**Please note that if you had a remission this year, you will need to apply for one again.**

If we make remission arrangements early in the year, our budgeting can be organised effectively for the year.

If you can pay the fees for the year by Tuesday 28<sup>th</sup> February, you will receive a 2.5% discount.

### Fees Payment

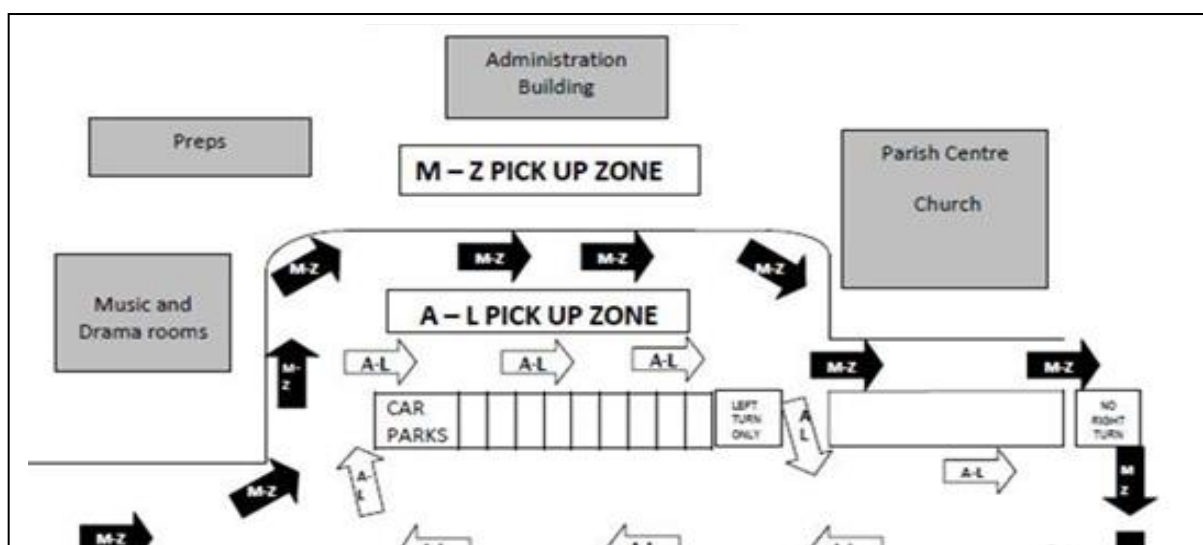
Accounts are sent out per term. You can pay monthly, weekly or fortnightly if you prefer. Just see Cathy Reynolds or Rebecca Agar to organise this schedule.

BPay facility is also available for your convenience.

### Direct Debiting – The Easy Way!

This is available to you through the Archdiocesan Development Fund (our bank and mortgagor). If you want to take the hassle out of remembering to pay your fees, they can be deducted from your nominated account in ten monthly instalments (February to November). You may also have deductions taken out fortnightly or quarterly. Forms are available from the school office. On the form please don't fill in 'School Reference No.'. We'll do that when you send it in. The 'Amount' is your annual Fees and Levies Account (including music) divided by 10 if you pay monthly, 20 if you choose to pay fortnightly and 4 if you are paying quarterly instalments. Please return this form to the school office by WEDNESDAY 15<sup>th</sup> FEBRUARY 2017 and ensure you read the Service Agreement on the back of the Direct Debit Request form. Please note all cancellations or alterations must be done through the school office.

## DRIVE THROUGH MAP





# All Saints Parish School Albany Creek School Fees Policy

## **Preamble / Rationale**

All Saints Parish School provides a quality Catholic education for all who enrol. Some funding is received from both State and Commonwealth Governments however, fees and levies are charged to be able to provide this quality education.

Upon enrolment, parents and guardians agree to pay these fees and levies in order for the school to meet its financial commitments.

## **Values**

The values of faith, learning and compassion guide this policy.

## **Policy Statement**

All Saints Parish School believes in a just and equitable fee structure. To allow the school to function effectively, the collection of fees and levies are necessary. It is the responsibility of families to pay these fees on time. The school community, through the Principal, has a responsibility to support those families in genuine financial hardship, through concessions on fees and levies.

## **Policy Implementation**

### **Level of School Fees (Tuition)**

The fee structure is in keeping with the values of the school and is subject to an annual review by the School Board and approved by the Parish Finance Council. Fees are published annually on the school website and in the end of year 'Back to School' pack.

### **School Levies**

Additional levies are payable dependent on the students' year level and activities.

### **Payment of School Fees**

All Saints Parish School will issue an account of compulsory school fees and levies at the beginning of each Term.



**Concessions**

Parents and Guardians experiencing financial hardship are invited to contact the school to discuss the option of a payment plan or Tuition fee concession. Tuition fee concessions must be applied for at the commencement of each year by completing the Concession Application Form and submitted to the Finance Secretary through the school office during the first month of the school year. A concessional arrangement is valid for one school year. Each application will be handled confidentially. Concessions will also be considered on a case by case basis throughout the school year.

**Sibling Discount**

Discounts are given to siblings who attend All Saints Parish School at the same time. Discounts are listed on the current Schedule of Fees and are given on the base of Tuition Fee only.

**Early Payment Discount**

A 2.5% discount on base Tuition Fee and Levies, will be granted to parents and guardians who pay the full year's school fees and levies by the due date set out on the annual Schedule of Fees. (Usually the end of February in the year that they are due)

**Payment Methods**

Payments can be made via : BPay ;  
Direct Deposit ;  
Eftpos ;  
Cash ;  
Credit Card ; or  
Cheque.

**Unpaid Fees**

Please refer to the School's procedure for dealing with Overdue Fees and Levies (Annexure 1).

**Confidentiality**

All information which is made available to the School Principal will be treated with confidence. Information will be made available only to the Financial Secretary and, if required, the Debt Collection Agency representing the School.

**Contact Details**

It is the responsibility of each parent to ensure that their current contact details including e-mail and postal addresses, are held by the school.

## Procedure for Dealing with Overdue Fees and Levies

For the purpose of more concise writing, in this procedure:

- Fees will mean Fees and Levies;
- Parents will mean Parents and / or Legal Guardians.

The following procedures will be followed for the collection of Overdue Fees.

1. The due date is printed on the Fee Statement. Parents are expected to pay their fees by this date. The Fee Statement is e-mailed to the e-mail address registered with the school.
2. Any parents not paying their Fees by the due date, will be e-mailed a reminder within 7 days of the fees being due. A revised date will be stated on the reminder, normally 7 days from date the e-mail is sent.
3. If fees are not paid by the revised date, a phone call will be made by either the Financial Secretary or School Principal to enquire as to when the fee commitment will be met. A note of this conversation will be made and then a third statement with a final revised deadline for fee payment, summarizing any discussion held, will be mailed home.
4. If the parents do not meet this final agreed deadline or do not co-operate to set an agreed deadline or payment plan, a first collection notice is sent home with a 7 day deadline from the date of the letter being issued, for the payment of overdue fees. The parents will be invited to make an appointment with the Principal to set up a payment plan.
5. If the parents do not comply with the first collection notice, a second collection notice will be sent home, again with a 7 day deadline from the date of the letter being issued. In this second collection notice, warning of the final step will be detailed, outlining what the implications are of the matter being referred to our debt collector.
6. The matter will be referred to our debt collector. This may affect a person's credit rating if the matter gets to this point.