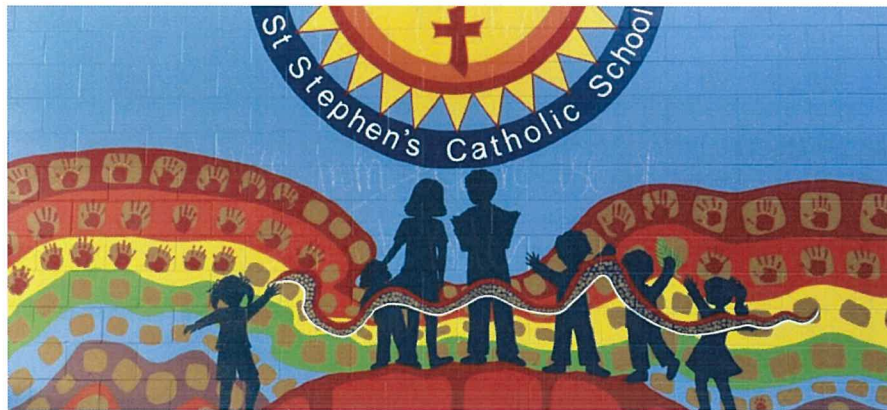




St Stephen's School

ALGESTER



Parent Handbook 2026

156 Ridgewood Road, Algester 4115
Ph: (07) 3711 4911

Email: palgester@bne.catholic.edu.au
Website: www.ststephens.qld.edu.au

Our Vision

To be a welcoming and caring Catholic community, where all people are truly valued and seek to be the very best of themselves.



Our Mission

Driven by the life and teachings of Jesus, our mission is to actively shape and enrich the spiritual and educational journey of students, staff, families and all people within our community. Offering excellence in learning and teaching, we embrace differences and individuality, whilst living in harmony with God's creation.

Our Motto

Growing in Courage, Wisdom and Faith

Our Foundation Stones (Core Values)

Courage

At St Stephen's, **Courage** is recognising our vulnerabilities, building resilience and overcoming struggles.

Standing firm in our beliefs, we step out into the unknown, whilst always speaking and acting from the heart.

Wisdom

At St Stephen's, **Wisdom** is knowing what is good in ourselves, in others, and in the world, through the gift of God's grace.

Through God's eyes we see the needs of others.

Through God's ears we listen to the knowledge and truth of others.

Through God's loving heart we respond with justice and charity.

Faith

At St Stephen's, **Faith** is using our inner strength to trust in things not easily seen; believing in God, in ourselves and in others.

With God in our hearts, we stand firm as a community to share the Good News of the Gospel daily.

WELCOME!



Welcome to St Stephen's Catholic Primary School. A dynamic learning community founded on the life and teachings of Jesus, fostering positive, trusting relationships with students, families and the wider community.

At St Stephen's, we create a school environment which recognises the unique "Learning Adventure" that each child takes, whilst providing stimulating and rewarding learning experiences for all our students.

We are committed to building a community where students are engaged in learning and care about themselves, others and our world. We get to know each student and meet their spiritual and educational needs. At all times, our Catholic ethos and our commitment to the values of the Gospel drive us to keep the students as our focus.

It is through these actions that we seek to bring to life our Vision, *"to be a welcoming and caring Catholic community, where all people are truly valued and seek to be the very best of themselves."*

You as parents play an integral role in your child's education. You join us in partnership, enabling your child to reach their full potential. We encourage parents to become actively involved in their child's learning and all aspects of our school community. The contribution that every individual makes to our Catholic community is greatly appreciated. I personally encourage you to become part of the wonderful tradition we have of parent involvement and collaboration at St Stephen's.

This Parent Handbook contains important information so please keep it on hand and refer to it when needed. I am always available to meet with parents so please feel free to contact the office if you would like to meet with me to discuss any aspect of life at St Stephen's.

Once again thank you for choosing St Stephen's School.

John Bates
Principal

TERM DATES – 2026

Term 1 Wednesday 28 January – Friday 2 April (10 weeks)

Term 2 Monday 20 April – Friday 26 June (10 weeks)

Term 3 Monday 13 July – Friday 18 September (10 weeks)

Term 4 Tuesday 6 October – Friday 4 December (9 weeks)

PUPIL FREE DAY FOR 2026

Term 3 Friday 4 September *

*N.B. Students do not attend school on this day.

TIMETABLE

Daily Timetable

First Bell	8:25 a.m.
Morning Session	8:30 a.m. – 10:15 a.m.
<i>Morning tea Break</i>	<i>10:15 a.m. – 10:45 a.m.</i>
Middle Session	10:45a.m. – 12:30 p.m.
<i>Lunch Break</i>	<i>12:30 p.m. – 1:00 p.m.</i>
Afternoon Session	1:00 p.m. – 2:50 p.m.
Final Bell	2:50 p.m.

ACTIVITIES / EXCURSIONS

Class activities/excursions are a means of highlighting school studies and stimulating interest in classroom work. All children are expected to participate in scheduled activities/excursions. Parents are advised of scheduled activities via email through a program called EdSmart. Parents are requested to give permission via this digital format prior to the event.

ASSESSMENT & REPORTS

School reports and parent/teacher interviews are designed to inform parents about their child's achievements and progress at school. Formal parent/teacher interviews are held twice a year. These meetings provide a forum for an exchange of information about each child. Staff members also welcome interviews with parents at other times. These meetings should be arranged by appointment.

Written reports are compiled twice each year, at the end of each school semester. Parents can access and download these from the Parent Portal.

ATTENDANCE

At St Stephen's we value high levels of attendance and punctuality. A record of the attendance of students is kept on a daily basis.

Parents, please notify the school by 8:45am via the Parent Portal or BCE Connect App if your child will not be attending school for the day and the school has not been informed already. Otherwise, a text message will be sent to your family's main school contact enquiring as to your child's whereabouts.

In the case of an extended absence, parents should advise the school in writing or via the BCE Connect app / Parent Portal of your child's anticipated return date to school.

Attendance Matters
every student, on time, every day

Brisbane Catholic Education
Leading in Learning

Absences add up!



Did you know



BCE primary students don't attend school regularly

What families can do...

- Be firm: send your child to school every day all day, unless they are sick
- Develop good sleep and morning routines
- Schedule appointments and extra-curricular activities outside of school
- Avoid taking holidays during term time
- Seek help early before your concerns become serious

It's never too late to improve attendance

- Going to school more often will make a difference
- Attendance habits will follow your child into work and life



Schools are here to help...

- Going to school more often will make a difference
- Attendance habits will follow your child into work and life

Attendance Matters
every student, on time, every day

Brisbane Catholic Education
Leading in Learning

Absences add up!



It's never too late to improve attendance

- Going to school more often will make a difference
- Attendance habits will follow your child into work and life

What families can do...

- Be firm: send your child to school every day, all day, unless they are sick
- Develop good sleep and morning routines
- Schedule appointments and extra-curricular activities outside of school
- Avoid taking holidays during term time
- Seek help early before your concerns become serious

Did you know



BCE secondary students don't attend school regularly

Each day missed...

- Puts your child behind and makes it harder for them to catch up
- Can lead to lower achievement in reading, writing and numeracy
- Can lead to gaps in learning and connections to friends
- Makes school completion less likely
- Makes the transition into the workforce or tertiary education, post school, less likely to be successful



Schools are here to help...

- If you are having attendance issues with your child, speak to your school about ways to address it

© Brisbane Catholic Education (2023)

ACCIDENTS & ILLNESS

Should your child suffer from an accident or a sudden illness at school, office staff will attempt to contact you by telephone. Parents should advise the school of any changes to contact information, including telephone numbers, as soon as possible so that the school's records are up-to-date and contact can be made in an emergency. These changes are to be made via the Parent Portal.

The school will call an ambulance for medical emergencies.

AWARDS

Student awards and certificates are presented at school assemblies and on other occasions to positively affirm the children for their engagement and behaviour.

BCE Connect App

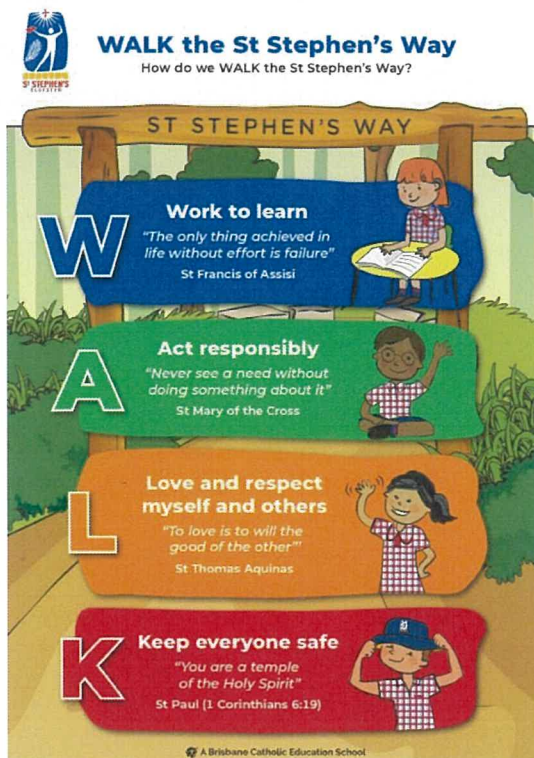
BCE Connect is a managed mobile application developed by Brisbane Catholic Education (BCE) to serve as a central hub for school-related communication and engagement. Designed for parents, guardians, and school staff, it provides secure and easy access to school and student information. BCE Connect makes it easier to stay informed, keep track of school updates, and stay in touch - anytime, anywhere.

Your BCE Connect experience has been tailored to your needs. Log absences for one or more children at single time. Find school related information, in a single place and receive targeted communications. Designed with your family in mind, BCE Connect is secure, simple to use, and built to support your day-to-day school journey. It's more than just an app - it's a trusted partner that helps you stay effortlessly connected to your school community.

The BCE Connect app is available to download from the App Store and Google Play. Please contact the school office with any questions.

BEHAVIOUR MANAGEMENT

St Stephen's is a Positive Behaviours for Learning (PB4L) school. This means we focus on teaching students expected behaviours and attitudes. Teachers focus on positive interactions and praise for all students, promoting engaged learning behaviours. Our students strive to 'Walk the St Stephen's Way' – Work to Learn, Act Responsibly, Love and Respect Myself and Others and Keep Everyone Safe.



© Brisbane Catholic Education, St Stephen's School (2024)

BOOKS & STATIONERY

The school will order all textbooks/equipment/resources and stationery your child will require for the year. Parents will be charged a levy in order to pay for these items. This levy will appear on the School Fees Account for Term 1. If you are required to collect items prior to school commencing, you will be notified via email regarding a collection date.

EDUCATIONAL SUPPORT TEAMS

Our school is assisted in its work by a team of qualified consultants employed by Brisbane Catholic Education. Team members specialise in areas such as:

- Religious Education
- Inclusive Education
- Child Guidance/Protection
- Curriculum and Teacher Development
- Information Technology
- Planning and Building

FIRE & EMERGENCY EVACUATION PROCEDURES

When the evacuation siren is sounded, children and adults must leave buildings via the exit doors and move, as directed by the teachers. The fire warden will ensure each building is empty. The roll is called when all children are assembled in the safety zone. Children and adults may return to classrooms after the roll is called and the all clear signal has been given. The evacuation plan is displayed at the main exit point of each room. Evacuation drills are held at least once each semester. The usual assembly point for an emergency evacuation is our oval.

The school will send a courtesy email to parents and caregivers when an evacuation drill has been completed.

HEALTH

The school should have up-to-date information about your child's health. Please advise the office of any changes.

HOMEWORK

Homework plays an important part in helping students to become successful learners.

At St Stephen's, we value and assign homework to students as a means of furthering the education of our students and building partnerships between home and school.

Homework commences at the beginning of the school year and is set by the classroom teachers.

In Prep to Year 2, homework consists of:

- Reading
As part of our Sounds Write systemic explicit phonics teaching program, teachers will provide a weekly decodable reading passage to build reading fluency which relates directly to the classroom learning.

We also encourage daily shared reading experiences of books of interest from home and from our school library to nurture a love of reading and books.

In Year 3 – 6, students will complete their *homework on Seesaw* and it *may consist of*:

- Reading which could include a combination of independent and shared reading
- Maths Mentals / Mental facts
- Spelling / Grammar practice
- Project Work to develop research and inquiry skills.

INDIVIDUAL DIFFERENCES

School staff members value the uniqueness and individuality of each student and endeavour to provide opportunities for all children to experience success at school. We also endeavour to provide an environment that allows students to progress according to their abilities. Support is provided to those children who require additional assistance.

INFORMATION TECHNOLOGY

At St Stephen's School, we recognise the tremendous impact technology has in all areas of society. Therefore, we endeavour to expose children to a variety of technologies, particularly computers and information technology. By using iPads and related technologies in the classroom, students are able to acquire skills and attitudes that will extend and enrich their learning. Students are given opportunities to use on-line information retrieval skills and electronic mailing to assess, manage and handle information in many forms, within a range of subject areas.

In Years 3, 4, 5 and 6, our students are given the opportunity to use an assigned device for use at school and learning at home.

In Years Prep, 1 and 2, students are assigned an iPad to use at school.

All students and parents sign an Acceptable Use Agreement which outlines the responsibilities and roles.

LATE ARRIVAL/EARLY DEPARTURE

Students who arrive to school after the bell at 8:25am must be signed in at the school office electronically with either their parent or a caregiver. After signing in, please see the office staff to collect a printed slip, which is then handed to the class teacher. Similarly, for an early departure a parent/caregiver must email the school office and teacher prior to the day and then come to the main office to sign their child out before collecting them to leave, with the exception of Prep.

Parents are not permitted to walk their student to and from the classroom.

LIBRARY

Our school library is a resource centre that provides materials to meet the learning needs of our students. The library provides children with opportunities to develop the ability to co-operate with others by working in an area where reading, listening and viewing can be shared with other children. Through literature children can acquire a love of reading, which will enrich, enlarge and extend their world, stir their imaginations and help them to better understand themselves and others.

Modern technology, in the form of a computerised search and borrowing system, access to the Internet and educational programs are available in the library to allow children to become familiar with the use and benefits of computers in education.

To help children take appropriate care of library books, it is necessary for each child to use a water-resistant library bag, marked clearly with his/her name. Parents are asked to assist by ensuring that library books, when not in use, are kept in a library bag. Books are normally borrowed for a maximum period of two (2) weeks.

Library staff members appreciate offers of help from parents to volunteer to assist with book covering and other library tasks.

LOGO

St Stephen was one of the early leaders of the Christian Church. He has the distinction of being both the first deacon and the first martyr.

Well-educated and fluent in Greek, St Stephen preached the Gospel to those who were ultimately responsible for his trial and death by stoning.

At his trial, St Stephen spoke of the beliefs with which he is associated today, i.e.:

- The positive and powerful influence one's own faith can have on others.
- The need to live one's life according to values that have lasting importance.

Our logo shows an active figure responding to the influences of learning (symbolised by the book) and the love of God (symbolised by the cross). The palm frond is a symbol of martyrdom. This is especially significant to St Stephen, as the first Christian martyr. The figure in the logo is standing on stones that represent the solid moral foundation of Christianity and a Catholic education.



© Brisbane Catholic Education,
St Stephen's School (2023)

LOST PROPERTY

All items of clothing/property should be clearly named. Items of unclaimed property are kept in the school office. The school donates any unmarked and unclaimed clothing to the 2nd Hand Uniform Shop and other lost property is disposed of at the end of each term.

MEDICATION AT SCHOOL

Students may require medication to be administered at school. There are forms that must be completed by parents/legal guardians, as well as, in most cases, a medical practitioner. We may also require additional paperwork, such as an Action Plan. Medication provided to the school must be in the original packaging and have a pharmacy label attached. This includes over-the-counter medications (e.g. antihistamines, paracetamol), prescription medications and emergency medications (e.g. EpiPen).

If your child has a medical and/or health condition that requires us to hold and/or administer medication, please contact the office and we will advise you further.

School staff will not administer medication unless all required paperwork and correctly labelled medication is received.

In the interests of all students and members of staff, if children are ill, they should not be at school until they have recovered from their illness.

NEWSLETTER

Each second Friday, a school newsletter is published and is available on the BCE Connect app and/or Parent Portal. The newsletter is a very important means of communication between school and home. Parents are encouraged to read the newsletter to be informed of school activities, events and policies. **Please ensure that you advise us of any change to your email address via the Parent Portal.**

OFFICE HOURS

Office hours are from 8:00a.m. – 3:30p.m., on weekdays, during each school term.

PARENTS AND FRIENDS ADVISORY COMMITTEE

The Parents and Friends Advisory Committee (PFAC) endeavours to actively support the school. All parents and staff members belong to the PFAC. The school's Parents and Friends Advisory Committee meets each term. Information about upcoming meetings is included in the school newsletter.

All parents are encouraged to attend these meetings to be informed about school activities and share in decisions concerning the PFAC. Social activities conducted by the PFAC provide opportunities for families to connect with each other. Parents are welcome to join meetings via TEAMS if they're unable to attend in person.

PARENT/SCHOOL COMMUNICATION

If you would like to discuss a classroom/school issue, please see your child's teacher in the first instance. To do this, please request an appointment, via email sent directly to your child's class teacher. If you would like to discuss a general school matter, please make an appointment to see a member of the school's leadership team (Principal, Assistant Principal or APRE).

PARENT PORTAL

The St Stephen's School Parent Portal available through the BCE Connect App (*see 'BCE Connect' above for information*) publishes important information to our community in a password protected and safe environment. Information such as the school calendar, newsletters, teacher contact details, and report cards are all found on the Parent Portal. We encourage all parents to have an individual email recorded on our records which allows for a personalised view of the Parent Portal.

You can view the information the school has recorded for you via the Parent Portal. Any changes to your personal details - including contact number/s and address details and/or email address - need to be made via the Parent Portal.

POLICIES

St Stephen's School has local policies in place and these policies are found at the back of this handbook:

- Enrolment Policy;
- Fee Collection and Payment Policy;
- Bullying Policy; and
- Uniform Policy.

These policies are also available on our website.

Please contact the office should you have any questions or require further information about these policies.

RELIGIOUS EDUCATION

Our Catholic school is an integral part of the parish community and Archdiocese of Brisbane. The school's Religious Education program prepares children for full participation in the life of the Parish and aspires to educate and form students who are challenged to live the Gospel of Jesus Christ and are literate in the Catholic and broader Christian tradition, so that they might participate critically and authentically in faith contexts and wider society. Our school follows the Religious Education Guidelines for the Archdiocese of Brisbane and teachers are regularly serviced in this curriculum area.

The Assistant to the Principal - Religious Education (APRE) is a key member of the school's leadership team. The APRE is responsible for the coordination of the school's Religious Education program and the religious life of the school.

Because the Catholic faith underpins our school's mission and vision, we endeavour to encourage personal commitment and worship through:

- the gentle initiation of early years school children into year level and school liturgies, prayer assemblies and masses
- the inclusive involvement of all children in school worship
- cooperation with the parish in the preparation of children for the reception of the Sacraments of Initiation.

RETENTION AND PROMOTION

Promotion from one year level to the next is based on a child's readiness. This is determined by assessing factors such as his/her academic, social and physical development. When the retention of a child is under consideration, parents, teachers and the Principal will be involved in the decision-making process. **Generally, the retention of a child would take place in exceptional circumstances only.** In most instances this would only occur in the Prep year.

SCHOOL PHOTOGRAPHS

Class, individual and family photos are taken each year, at school. Individual and class photos will be incorporated into your child's fees. Family photos will be at an additional cost.

SPORT & PHYSICAL EDUCATION

Our school endeavours to maintain a balance between the teaching of physical skills and sports competition. Interschool Sport is a component of our Physical Education program, which commences in Year 4 through participation in Gala Sports Days. Children have opportunities to represent the school in cross country, athletics and swimming at a district, regional and state level.

SUPERVISION BEFORE & AFTER SCHOOL

Supervision of children in the school hall commences at 8:05am each morning. Teachers are also rostered for supervision in the pick-up area, after school, until 3.10 p.m.

The pick up zone can be used by all students from Prep, provided your child buckle their own seat belts. Names are called using the laminated signs given to you on enrolment and children will come down the stairs from the hall to the designated pick up bays. Please note for safety that drivers must remain in their vehicle at all times and there is no access to car boots in this zone.

TRAFFIC AND PARKING

Parents, members of staff and visitors are expected to drive safely when in the vicinity of the school or on school property as the safety of everyone on the school site is a priority. Please abide by all traffic signs and do not park on the grass areas. To avoid traffic congestion at pick up time, please do not queue in the pick up bays prior to 2:45pm.

KEEPING SAFE AT ST STEPHEN'S

CARPARK ZONE & DRIVING SAFELY

- Drive at 5km/hr and follow all signage
- Exercise patience, courtesy and caution as you navigate the carpark and Stop Drop & Go Zone

MORE ABOUT THE STOP, DROP & GO ZONE

- Stay in your vehicle
- Do not access the boot
- Teach your child to buckle their seat belt
- Our staff are here to support child/ren get into the car safely.

SUPERVISION BEFORE & AFTER SCHOOL

Formal supervision before school commences at 8:05am.

Students consistently dropped off well before this time will be contacted by the school.

Students are formally supervised after school at the Stop Drop & Go Zone from 2:50pm - 3:10pm. Beyond this time we have a duty of care to monitor students who remain after this time.

Your cooperation in ensuring that children are collected before 3:10pm would be greatly appreciated.

TOP GATE AT ACKAMA STREET

If you are coming into the grounds to collect your children, it is your responsibility to ensure the safety of your children upon collection.

We ask that you actively supervise your children if you stay on the school grounds after the bell.

We would like all parents to be aware that the top gate on Ackama Street will be closed and locked at 3:15pm each afternoon.

DOGS ON SCHOOL GROUNDS

Due to BCE guidelines, dogs are not permitted on school grounds. This is a health and safety regulation based on allergies and the unpredictability of dogs.



© Brisbane Catholic Education, St Stephen's School (2025)

TUCKSHOP (CURLEW CAFÉ)

The tuckshop provides children with an opportunity to purchase nutritious food for lunch. The Tuckshop Convenor welcomes the assistance of parent helpers. The Tuckshop is cashless, and orders can be placed using the Qkr! app. Our tuckshop operates Mondays, Wednesdays, and Fridays.

Tuckshop orders must be placed **before 8am** on the day of ordering.

Our Tuckshop convenor, Mrs Kanecia Peilua, can be contacted via email: kaneciapeilua@bne.catholic.edu.au

VISITORS TO THE SCHOOL

When visiting the school during school hours, please register your arrival and departure by signing in/out at the office. When you sign-in, you will be given a badge to wear, e.g., visitor, volunteer. These procedures assist with school safety and security.

VOLUNTEERING AT ST STEPHEN'S SCHOOL

Volunteers, be they parents or friends of St Stephen's School, are very welcome and are a critical part of daily school life. Volunteering in classrooms or for Tuckshop, PFAC, working bees, Fetes, or other roles, enhances the quality of teaching and learning that we provide.

All volunteers must be trained in student protection and safety protocols before they are able to lend their skills and services to the community. By undertaking the online training accessible through the BCE website, parents, grandparents and friends can agree to a code of conduct and register as volunteers in our school. The online volunteer training takes approximately 30 minutes to complete.

Volunteer training must be completed annually.

Background

The training of volunteers is now mandatory in Queensland under *The Commission for Children and Young People and Child Guardian (CCYPCG) Act*. Most of these training expectations are in relation to Child Protection and exist for the good of all students in our care. There are some very specific expectations on schools in relation to volunteers who work in the school.

Volunteers Who Are Not Parents (this includes the grandparents of school students)

All non-parent volunteers at our school must also undergo *employment screening* and receive a *Positive Notice Blue Card* for Volunteers. This positive notice is now an essential requirement, under Queensland Legislation, before the services of volunteers can be accepted at our school.

Along with this card, you must undergo the Student Protection Training mentioned above and complete the various documents to ensure you and the school comply with the requirements for volunteers under the current legislation.

Once registered, volunteers may become involved in a range of volunteer tasks. Volunteers are asked to sign in at the office on every occasion they work in our school.



St Stephen's School Prayer

Dear God

This is our school.

Help us to make it a happy and peaceful place –
full of smiling faces
friendly voices and
kind actions.

Help us to grow in courage,
wisdom and faith.

Thank you for the love of family,
friends and teachers.

May our love for You shine through.

Amen.

Time Out

Keeping your child and other kids healthy!

- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health *recommendations* that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health *requirements¹ and recommendations.*

*Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the Intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19	EXCLUDE until symptoms have resolved, normally 5-7 days.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting <i>Including:</i> <ul style="list-style-type: none"> amoebiasis campylobacter cryptosporidium giardia rotavirus salmonella *gastroenteritis <i>but excluding:</i> <ul style="list-style-type: none"> *norovirus shigellosis toxin-producing forms of E.coli (STEC) 	Exclusion periods may vary depending on the cause. EXCLUDE a single case until the person, has no symptoms ¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. ¹ EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. NOTE: If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
<i>See advice for these specific conditions below</i>		
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella) ²	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus Influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
*Hepatitis A ¹	EXCLUDE until at least 7 days after the onset of jaundice, ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

Condition	Person with the infection	Those in contact with the infected person ²
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human Immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
*Measles ²	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE Immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
*Meningococcal infection ²	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (Impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) ²	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid ² and paratyphoid fever ²	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) ²	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: Infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of Health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit www.health.qld.gov.au/public-health/schools/prevention

St Stephen's School Policies

- Enrolment policy
- Fee Collection policy
- Bullying policy
- Uniform policy



Enrolment Policy

Enrolments will be considered in the following order of priority:

- families who already have a child enrolled at the school
- Catholic families from our parish and neighbouring parishes
- families transferring from another Catholic school
- families from other faith denominations

When submitting an enrolment application, parents acknowledge their acceptance of the policies of the school and their commitment to work in co-operation with school personnel for the benefit of their child.

Acceptance of an enrolment at St Stephen's School indicates that parents understand their children will participate in the formal Religious Education program and liturgical life of the school.

All enrolments will be at the discretion of the Principal, according to the availability of vacancies.

An enrolment at St Stephen's School does not guarantee a future enrolment at another Catholic primary or secondary school.

ENROLMENT PROCESS AND PROCEDURES

1. SIBLINGS

1.1. Siblings of children already enrolled are given preference.

2. ENROLMENT AGE

Birth Date:	Eligible for Prep in:	Eligible for Year 1 in:
Children born 1 July 2019 – 30 June 2020	2025	2026
Children born 1 July 2020 – 30 June 2021	2026	2027
Children born 1 July 2021 – 30 June 2022	2027	2028
Children born 1 July 2022 – 30 June 2023	2028	2029
Children born 1 July 2023 – 30 June 2024	2029	2030
Children born 1 July 2024 – 30 June 2025	2030	2031

3. ENROLMENT APPLICATIONS

It may be necessary to use the date of application to assess applications of equal merit.

4. INCLUSIVE EDUCATION

Procedures established by Brisbane Catholic Education will be used to assess the enrolments of children with additional needs.

Link to BCE Enrolment Process for Children with Special Needs:

<https://www.bne.catholic.edu.au/students-parents/Pages/Supporting-Students.aspx>

5. ENROLMENT PROCEDURES

- Families must first submit an online Application for Enrolment form, along with a copy of the following documents:
 - Child's birth certificate or extract
 - Baptismal certificate (if baptised Catholic)
 - Australian Passport/Citizenship and/or Visa documentation for parent(s) and child (if both parents were born overseas)
 - any medical or specialist reports that may assist in understanding the child's needs or circumstances regarding their development and readiness for school
 - Last two (2) school reports and NAPLAN report(s) (as applicable)
- Depending on eligibility, an interview will be scheduled to provide an opportunity for parents to meet with the Principal to exchange information regarding the application for enrolment.
- Families will be notified as to the outcome of the enrolment process.
- During Term 4, our annual Orientation Session for new Prep children to the school, and Information Sessions for the parents of those children, will be held.
- If an enrolment cannot be offered in the first instance, all applications will be held on file for a period of six (6) months. Families will be contacted if a vacancy arises during this period of time.

6. ACCEPTANCE OF ENROLMENT

- 6.1. A signed Confirmation of Enrolment form notifies the school that parents have accepted the offer of a place in the school.
- 6.2. On acceptance of a place, a one-off non-refundable fee, per family, will be charged. This fee reserves an enrolment for the start of the year and also covers the costs associated with processing the application. This fee is called the Enrolment and Processing Fee.

Reviewed October 2025



Fee Collection and Payment Policy

The fees and levies collected at St Stephen's School allow for the provision of a high quality education for your child/children.

School fees and levies:

- provide essential resources, materials, facilities, activities, services and equipment.
- provide for the maintenance of buildings, grounds and other facilities.
- assist with the payment of wages for teaching, administrative and ancillary staff.

ISSUING OF ACCOUNTS

School fees are issued at the commencement of each term, usually in the second week of the term. The statement will show the following:

- Tuition Fee
- Capital Levy
- Other levies, e.g. the Information Technology Levy, Activities/Excursion Levy, the Resource & Textbook Levy, 1:1 Device (years 3-6) and Camp (years 5 & 6), and device levy (Prep)

The St Stephen's School Parents and Friends Association also collect a levy through the St Stephen's School fee structure.

Parents are requested to pay the school fees account by the due date, which is shown on the account.

METHODS OF PAYMENT

School Fee Statements are emailed at the beginning of each term. Parents are asked to pay the fee account within fourteen (14) days of issue. Payment is preferred by the School Direct Debit system with payment options weekly/fortnightly/monthly, but is also accepted by BPAY, cash, eftpos or credit/debit card or Centerpay. A Direct Debit form is available on the School website and Parent Portal. Each account includes an authority to pay by credit card and BPAY details. Payments by credit card are also accepted over the phone. BPAY minimum is \$25.

REMINDER NOTICES

A Reminder Notice will be issued to all families who have not settled the school fee account by the due date where a payment plan is not in place. Should accounts remain outstanding, a member of the Finance Team will make contact to discuss the outstanding fees.

If, after two (2) weeks from making verbal contact or if attempts to make contact are unsuccessful with the account holder/s, no satisfactory arrangements have been reached and there appears to be no other workable solution, then the account may be sent to a collection agency which may result in legal action being taken.

PAYMENT DIFFICULTIES

If you are experiencing difficulties in paying your account, please contact the school as soon as possible, preferably before the due date, as it may be possible that some assistance, such as an extension of time or payment by instalments, can be organised.

CONCESSIONS

In cases of financial hardship, the school will consider offering a concession on school fees. Concessions applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions on fees are not ongoing and applications must be re-submitted at the commencement of the new school year. The final decision rests with the school Principal or the Principal's nominee.

OVERDUE ACCOUNTS

Parents are strongly encouraged to contact the school if they are experiencing difficulty in paying the school fees account.

On some occasions parents fail to pay their account, do not respond to reminder notices and do not contact the school to make alternative arrangements. In these instances the school is reluctantly forced to consider engaging the services of a professional debt collection agency.

Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the school's control and all negotiations for payment must then be made with the debt collectors.

Review date: October 2025



Bullying Policy

Background

St Stephen's School's Bullying Prevention Policy operates under the umbrella of the school's behaviour Management Policy and the Australian Curriculum (Health and Physical Education).

Definition of Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm (Alannah and Madeline Foundation, 2021). It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening (Alannah and Madeline Foundation, 2021). Bullying can be in person, online direct or indirect and overt or covert (Australian Education Authorities, 2020).

Bullying of any form or for any reason can have immediate, medium, and long-term effects on those involved, including bystanders (Alannah and Madeline Foundation, 2021). Single incidents and conflict or a fight between equals, whether in person or online, are not defined as bullying (Australian Education Authorities, 2020).

Bullying involves:

- a desire to hurt
- a hurtful action (physical, psychological, or social)
- a power imbalance
- (typically) repetition
- an unjust use of power
- evident enjoyment by the aggressor and
- sense of being oppressed on the part of the victim

(Rigby, 2020)

Bullying can be physical, verbal, or emotional harassment. These categories can also apply to an online environment.

Some examples of these types of behaviour include:

<p>Physical Harassment</p>	<ul style="list-style-type: none"> • hair pulling • scratching • tripping • pinching • standing over someone • breaking or damaging someone’s possessions • punching • pushing • slapping • kicking • poking • stealing <p>(Alannah and Madeline Foundation, 2021)</p>
<p>Verbal Harassment</p>	<ul style="list-style-type: none"> • using words that suggest stupidity, e.g. der, dummy, stupid, idiot, etc. • using words that target appearance or personal problems, e.g. hairy, four eyes, you stink, you’re fat, etc. • using words that suggest weakness, e.g. cry baby, wimp, sook, that’s gay, retard, don’t be a girl etc. • using words that attack ethnic or religious characteristics, e.g. wog, black/brown kid, etc. • echoing whatever someone says in a mocking voice • using rude words with a sexual meaning e.g gay, homo • making threats, e.g. “I’ll get you!” or “I’ll come around to your house and ...” • making abusive phone calls or sending abusive e-mails <p>(Alannah and Madeline Foundation, 2021)</p>
<p>Social/Emotional Harassment</p>	<ul style="list-style-type: none"> • making rude gestures, e.g. poking tongues or extending the middle finger • repeated teasing • whispering about someone behind his/her back • passing notes about someone • imitating someone’s speech or behaviour in a way designed to offend • laughing at someone’s mistakes • excluding someone from group activities (with or without comment) • refusing to talk to or notice someone • passing around nasty gossip with a view to make someone feel bad • demanding money or services “or else!” <p>(Alannah and Madeline Foundation, 2021)</p>

St. Stephen's School's Position on Bullying

At St Stephen’s School, we believe that everybody has the right to feel safe. Therefore, bullying behaviour at St Stephen’s School is unacceptable.

Policy Implementation

- Parents, teachers, students and the community will be notified and regularly updated on the school's position on bullying.
- The school will adopt a four-phase approach to bullying, as follows:

Phase 1: Primary Prevention

- The school will ensure all staff are aware of the School Wide Positive Behaviour Program. They will be aware of the Tier 1 Universal supports available within St Stephen's School e.g. redirection to following the school rules.
- Staff members and the principal will participate in professional development activities relating to bullying, harassment and proven counter measures.
- Community awareness and input relating to bullying, its characteristics and the school's programs and response will be a priority.
- The school will provide social, emotional learning programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving, e.g. "Bounce Back"
- The school will use an action research approach and regularly seek information from parents, staff and students regarding bullying at school. The results to this approach will inform further action.
- Classroom teachers will discuss and clarify the school's policy on bullying with the children in his/her class at the start of each year and at regular intervals throughout the year.
- The Health Curriculum (Australian Curriculum) taught will align with Daniel Morcombe Foundation Program.
- Play/Activity choices including the St Stephen's Chat room will be discussed. These have been set up to provide students with supports in learning new social skills.

Phase 2: Early Intervention

- The school will ensure all staff are aware of the School Wide Positive Behaviour Program. They will be aware of the Tier 1 Universal supports available within St Stephen's School, e.g. the reinforcement of positive behaviours- classroom meetings, the use of relevant support structures, ongoing monitoring of identified offenders, rewards for positive behaviour.
- The principal and members of staff will remind children about the need to report bullying incidents as part of our student protection procedures.
- Parents will be encouraged to contact the school if they become aware of a problem.
- Public recognition and rewards for positive behaviours and resolutions of problems will be made.
- Investigate use of behaviour tracking and monitoring software.

Phase 3: Intervention

- The school will ensure all staff are aware of the School Wide Positive Behaviour Program. They will be aware of the Tier 2 Targeted supports available within St Stephen's School e.g. reflective conversations, check in and check out, check and connects.
- Bullying is an inappropriate behaviour which will be managed within the context of the school's Behaviour Management Policy.
- Once identified, incidents or allegations of bullying will be fully investigated and documented.
- Both bullies and victims will be referred to counselling and support.
- If student bullying persists parents will be contacted and consequences will be discussed and implemented.

Phase 4: Post Violation

- The school will ensure all staff are aware of the School Wide Positive Behaviour Program. They will be aware of the Tier 3 Individualised supports available within St Stephen's School. E.g. Functional Behaviour Assessments, Individualised Check in/out system, Behaviour Support Plans and Collaborative Problem Solving.
- Consequences for students who are identified as bullies within the school context will be the same as for other serious behaviours, i.e. consequences will be individually based and may involve: -
 - exclusion from class.
 - exclusion from the playground.
 - school suspension.
 - withdrawal of privileges.
 - Referral for ongoing counselling from an appropriate agency for both victim and bully.

Evaluation of Policy

This policy will be reviewed with whole staff, student, parent and community input as part of the school's three-year policy review cycle.

Reference List

- Alannah and Madeline Foundation. (2021). *Definition of Bullying*. Retrieved from National Centre Against Bullying: <https://www.ncab.org.au/bullying-advice/bullying-for-parents/definition-of-bullying/>
- Alannah and Madeline Foundation. (2021). *Types of Bullying*. Retrieved from National Centre Against Bullying: <https://www.ncab.org.au/bullying-advice/bullying-for-parents/types-of-bullying/>
- Australian Education Authorities. (2020, September 29). *Types of Bullying*. Retrieved from Bullying no way!: <https://bullyingnoway.gov.au/understanding-bullying/types-of-bullying>
- Rigby, K. (2020). *Defining Bullying: A new look at an old concept*. Retrieved from Ken Rigby.Net: <http://www.kenrigby.net/02a-Defining-bullying-a-new-look>

Review date: October 2025



Uniform and Grooming Policy

At St Stephen's School, students are expected to maintain a high standard of dress and grooming which:

- Presents an appropriate image of our school to the broader community and to each other.
- Supports a positive atmosphere where study and learning can flourish.
- Promotes school unity and pride.

IMPLEMENTATION OF THE UNIFORM & GROOMING POLICY

1. Students and parents should note the following:

- Uniforms should be clean, tidy and in good repair.
- Formal uniform must be worn on Mondays and Fridays (with the exception of interschool/representative sport). Formal uniform can also be worn on other days except PE days.
- PE uniform is to be worn on allocated PE day and is optional attire on Tuesdays, Wednesdays and Thursdays. PE uniform should be worn when participating in interschool sport and/or representative sport.
- Senior shirts may be worn Tuesdays, Wednesdays and Thursdays and when representing St Stephen's School at sporting events. It is compulsory for all Year 6 students to purchase a senior shirt.
- Hair should be clean and tidy. Hair longer than collar length must be tied back with red, navy blue or white accessories.
- Extreme hairstyles, which draw attention to the student through cut, colour, additive products, etc., are not permitted (Mohawk haircuts, rat tails, undercuts, tracks, mullets and other similar cuts are not permitted).
- Fingernails must be clean, well trimmed and unpolished.
- Acceptable jewellery is: a simple watch (No smartwatches), chain with cross or Christian religious symbol, signet ring and plain gold or silver sleepers or studs (No birthstones, pearls, diamonds etc.). Students are permitted one earring per ear lobe (must be a pair), and no other piercings permitted.
- Each item of clothing **must be clearly named**.
- Shoes are to be **all black** leather or leather look. No canvas, hightops or white soles. Mary Jane style shoes can be worn with the formal uniform on non-PE days.
- Winter uniform includes the school jumper/school jacket (with logo). No other jumpers or jackets are acceptable.

2. Students who are in breach of the school's uniform and grooming standards will be:

- Given a verbal reminder by a St Stephen's staff member.
- If the issue is not resolved (within 5 days), an email will be sent to parents by the classroom teacher.
- If corrections are not made, Leadership will follow up.

3. Students, with the support of their Parents/Caregivers must adhere to the Uniform and Grooming Policy and regulations.

4. The final decision regarding the standard of grooming and uniform wear rests with the school principal or the principal's nominee.

UNIFORMS

All new uniforms are purchased through The School Locker, Oxley (online or in-store shopping available). A second-hand uniform sale is held once a term at the school and is run by the P&F.

FORMAL UNIFORM (Years 1 – 6)

Boys

Blue checked shirt

Navy blue shorts

Blue socks with red stripes

Black leather shoes or black joggers

Navy blue school hat with logo (house colour on reverse) – MUST be worn when outside

Raincoat

Girls (Years 1 – 6)

Blue checked dress **or**

Blue checked blouse

Navy blue culottes **or** navy blue shorts

Blue socks with red stripes

Black leather shoes or black joggers

Navy blue school hat with logo (house colour on reverse) – MUST be worn when outside

Raincoat

Red, blue and white headwear e.g. ribbons and headbands

Suggestion:

Navy blue cotton sports briefs **or** Navy blue bike pants to wear under dress

SPORTS UNIFORM (Years 1 – 6)

Blue sports polo shirt

Boys - navy blue shorts **or** (Girls) navy blue culottes

Blue socks with red stripes

Black joggers

Navy blue school hat with logo (house colour on reverse) – MUST be worn when outside

Senior shirt for Year 6 students

PREP UNIFORM

Red and navy polo shirt

Navy blue shorts **or** (Girls) navy blue culottes

Blue socks with red stripes

Black joggers

Navy blue school hat with logo (house colour on reverse) – MUST be worn when outside

Raincoat

WINTER UNIFORM (Prep – Year 6)

Navy blue tracksuit pants

School jacket

School jumper

Optional:

Girls – navy blue tights under shorts/culottes. Shorts/culottes MUST be worn over the top of tights.

Boys & girls – long-sleeved white, red or navy shirt underneath the school shirt