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VISION STATEMENT

Inspired by Our Lady Queen of Peace, we are a school community committed to lifelong learning and active community participation. Following Jesus’ example and in partnership with families, parish and the community we celebrate our gifts and strive for peace, justice and reconciliation.

CONTACT DETAILS

Our Lady Queen of Peace School
106 Botting St, Albert Park, 5014

Phone: (08) 83454036
Fax: (08) 83470287
Email: info@olqp.catholic.edu.au
Website: www.olqp.catholic.edu.au
<table>
<thead>
<tr>
<th>Staff Category</th>
<th>Names</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal</strong></td>
<td>Ms Anne Donnelly</td>
</tr>
<tr>
<td><strong>Assistant Principal Religious Identity and Mission</strong></td>
<td>Mr Jamie Deverson</td>
</tr>
<tr>
<td><strong>Teaching Staff</strong></td>
<td></td>
</tr>
<tr>
<td>Ms Adriana Pilla</td>
<td>Ms Doe McCarthy</td>
</tr>
<tr>
<td>Mrs Cathy Griffin</td>
<td>Ms Sue Hackett</td>
</tr>
<tr>
<td>Mr Leigh Turbill</td>
<td>Ms Julie O’Nions</td>
</tr>
<tr>
<td>Ms Keera Segaran</td>
<td>Mrs Patricia Rosales</td>
</tr>
<tr>
<td>Mrs Jeanette Brodie</td>
<td>Mrs Lorene Billing</td>
</tr>
<tr>
<td>Ms Courtney Taylor</td>
<td>Mr Andrew Heuzenroeder</td>
</tr>
<tr>
<td><strong>Non-Teaching Staff</strong></td>
<td></td>
</tr>
<tr>
<td>Mrs Maureen Wilkinson</td>
<td>Ms Ali Brock</td>
</tr>
<tr>
<td>Mr Mike Lower</td>
<td>Mrs Jenny Kinlay</td>
</tr>
<tr>
<td>Mrs Jo Fahey (OSHC Director)</td>
<td>Mrs Jeanette Barge</td>
</tr>
<tr>
<td>Mr James Lowe</td>
<td>Ms Pat Ball</td>
</tr>
<tr>
<td>Mrs Wendy Koegler</td>
<td>Mr Tony Sullivan</td>
</tr>
<tr>
<td>Ms Tanya Batty</td>
<td>Ms Brittany Salotti (Youth Minister)</td>
</tr>
</tbody>
</table>
ENROLMENT PROCEDURE

Our Lady Queen of Peace is a welcoming Catholic community. Our school strives to foster a sense of love and caring in students through example and instruction. Therefore, expectations and consequences regarding student behaviour are communicated along with forgiveness, empathy, caring and understanding.

In the spirit of Christ’s teaching we aim to help those in need. The ability to pay fees is no way influences the acceptance of a child to the school. The Principal conducts tours of the school in Terms 1, 2, 3 and 4. Please contact the school office to discuss any matters.

Enrolment Policy

Our Lady Queen of Peace supports parents as the first educators of their child. Our Lady Queen of Peace offers a Catholic education to all who are willing to support the ethos of a Catholic school and seek an education in line with the conditions contained within this document. In offering enrolment Our Lady Queen of Peace undertakes to provide opportunities for the family to enter into a partnership focused on providing a safe environment in which children can learn and develop spiritually, socially, emotionally, physically and intellectually within the Catholic tradition.

Procedures

Applications for enrolment can be obtained from the School Office, by telephoning the office or via our website. An Application Fee of $30.00 applies. When returning the completed Enrolment form with the $30.00 fee, please ensure you also send a copy of the child’s Birth and Baptismal Certificates (where applicable). You can either bring your forms to the School office or forward them by post to the school address.

Children can be enrolled for Reception at any time.

Families will be interviewed approximately eighteen months prior to the student starting school.

Parents who have not already given copies of Birth and Baptismal Certificates have another opportunity to bring them to the interview with the Principal. If your child is transferring from another school previous school reports can also be brought to the meeting.

Please bring your child to the interview wherever possible. Following the completion of all interviews, the Principal will inform families in writing with an Offer of Placement letter which needs to be signed and returned to the School to secure your child’s place at Our Lady Queen of Peace School.

Please note that lodging an Application for Enrolment does not guarantee acceptance.

Enrolment Criteria

For parents, wishing their child to be enrolled, the following criteria in order will guide the Principal in developing a priority for enrolment when demand for positions exceeds enrolment places available. The date of lodging an Enrolment Application will also be used as a guide in the priority of enrolment.
Priority List:
1. Siblings of children attending Our Lady Queen of Peace School.
2. Children from Catholic families living in the parishes of Albert Park/Findon, West Lakes and Seaton.
3. Children from Catholic families in other parishes whose enrolment cannot be accommodated in their parish school.
4. Children from Our Lady Queen of Peace who are not in category 1, 2 or 3.
5. Children from families who can demonstrate a commitment to Our Lady Queen of Peace School Community.

INTAKES FOR YEAR LEVELS

Reception
In line with the SA Commission for Catholic Schools, Our Lady Queen of Peace School has one intake for Receptions each year.

Children who turn 5 years of age by April 30 will be eligible to commence Reception at the start of Term 1 in the same year. Children who turn 5 years of age after 30 April will commence school in Term 1 of the following year.

Intake at Other Year Levels
Intake at other year levels will depend on availability of places at the time of enquiry.

PROCESS OF ENROLMENT

Families with a commitment to a Christian values education are invited to apply for enrolment.

1. Enquiry made to the School Office at Our Lady Queen of Peace or through the website www.olqp.catholic.edu.au.
2. On receipt of the prospectus, Application for Enrolment form, privacy policy and other information parents/caregivers return the completed Application for Enrolment form and the non-refundable enrolment fee ($30) to the School Office.
3. Upon the school’s receipt of the completed form and application fee, the applicant’s name will be added to the list of applicants seeking entry to the School in the year and at the level designated.
4. Places of enrolment are offered by the Principal according to Our Lady Queen of Peace School’s Enrolment Policy.
5. Interviews will be conducted by the Principal and will include discussion about the student’s and family’s needs, the ethos of Our Lady Queen of Peace school community as well as financial and support expectations.
6. Formal offers of enrolment will then be made. Acceptance of such offers will involve a contractual agreement.
7. A letter will be sent to the parents/caregivers advising them of the starting date, transition meetings and any other information relating to the student’s commencement at the School.
8. It is the responsibility of parents/caregivers to advise the School of changes to address and/or contact details.
9. The following must accompany an Application for Enrolment form:
   - Copy of Birth Certificate
   - Copy of Baptism Certificate
   - Most recent School Report (school age students only)

**Process of Enrolment for Students with Disabilities**
Our Lady Queen of Peace welcomes and includes all students into the school community. If a place is available one of the CESA Special Education Consultants will become involved in the enrolment to ensure that it is a collaborative and supportive process for families and the School. (Physical disability, Social/Emotional disability, Intellectual disability, Vision Impairment, Hearing Impairment, Autism Spectrum Disorder, Specific Language Impairment).

Our Lady Queen of Peace, like other Catholic Schools, will ensure that the enrolment process for students is collaborative and supportive both to the family, student and School.

If a place is available, normal enrolment procedures follow. In addition, to ensure that information is shared and appropriate arrangements are made to include the student in the educational setting, one of the Special Education Consultants at CESA is invited to support the enrolment process.

The Principal contacts the Special Education Consultant (Catholic Education SA) and other relevant persons agreed by the family and they meet to conduct a more in-depth interview with the parents/caregivers to gather specific information regarding the student’s profile.

With the family’s permission, the Special Education Consultant then collects data from various agencies, previous schools and other professional involved in the student's development to date. This information may be discussed at another meeting if all those involved consider this to be necessary.

The Special Education Consultant writes a report which summarises the information collected and this is sent to the Senior Education Adviser, Special Education and later to the School so that staff has relevant and current information to successfully include the student in the school community.

**Process of Enrolment for Gifted students: Early Enrolment**
Our Lady Queen of Peace school acknowledges that there are some students who would benefit from early entry into school (i.e. prior to normal entry birth dates). Thus the following process occurs:

**Process of Enrolment**

1. If parents/caregivers believe that their child is gifted and may benefit from early entry into school they, after first discussing this issue with the Pre-School Director, make an appointment to meet with the Principal.
2. The Principal will give the parents/caregivers a list of the information required for the decision making process to proceed.
3. Documentation is collected by the parents/caregivers and Our Lady Queen of Peace School. This may include visits to the preschool as well as the child visiting Our Lady Queen of Peace School.
4. A further meeting will be held to discuss findings. This meeting will involve the Principal.
5. Depending upon availability of places and the outcome of data gathered the Principal decides upon whether or not the child is eligible for early entry.
6. If the child is eligible and a place is available normal enrolment procedures follow.
7. If the enrolment proceeds, the Principal then initiates the development of a School Action Plan. The usual enrolment procedures follow.

Documentation required:
- A full psychological assessment, by a school-recommended psychologist, with evidence of giftedness clearly identified.
- A recommendation from the Director of the preschool.
- Any other relevant reports from professionals or agencies.
- A written request from the parents/caregivers for early entry.

A decision will be made as soon as possible by the Principal after the process has been completed. The Principal has the responsibility for the final decision. The availability of an enrolment place is crucial to the process.

**ADMINISTRATIVE PROCEDURES**

**School Hours**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50 a.m.</td>
<td>Students to be in class</td>
</tr>
<tr>
<td>11:00 a.m. -11:30 a.m.</td>
<td>Recess</td>
</tr>
<tr>
<td>12:50 pm -1:30 pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:50pm-1:00pm</td>
<td>Eating time</td>
</tr>
<tr>
<td>1:00pm-1:30pm</td>
<td>Play time</td>
</tr>
<tr>
<td>3:10 pm</td>
<td>Classes finish</td>
</tr>
</tbody>
</table>

Students are not to be on the school property outside of school hours or at weekends without the permission of the Principal, or unless at school organised functions eg: sporting practice, student events or Out of School Hours Care.

Would you please assist the school in the interest of the students’ safety by ensuring that your child does not attend or remain in the precincts of the school outside the hours of 8.30 to 3.30 p.m. The students’ play equipment is out of bounds before and after school.

Should parents wish to contact their children during school hours, they should contact the office on 83454036.

Teachers will be available to speak with parents on most days before and after school, but not during school hours or on Tuesday after school.
Supervision of Students
No child is permitted to leave the school grounds during school hours without permission. If parents wish a child to do so, it is expected that a note be sent to the child’s class teacher.

Teachers supervise children in the yard from 8:30 – 8:50am and from 3:10-3:30pm. Parents are responsible for their own children outside of these times.

Students who are at school outside of these hours will be placed in Out of School Care.
This is a service which is paid for by parents.

Parking
For the safety of the children parents must park in the surrounding streets. The Staff car park is for Staff only.

There are two Kiss & Drop Zones which are supervised by staff in the afternoon: Botting Street and Selth Street. These areas are to be used for pick up and drop off of students between 8:30–8:50 am and 3:10-3:30 pm. Standing in this area is for no longer than 2 minutes.
If parents are using the ‘Kiss and Drop’ zones, the driver is not permitted to leave the vehicle. The Council does patrol these zones and fines do apply.

Student Accident Insurance
Our Lady Queen of Peace School has accident insurance with Catholic Church Insurances Limited. This policy covers students whilst travelling to and from school, at school and on any school organised excursions or activities.

Further information if required, is available from the front office. We also have ambulance cover for students.

School Crossing
Please make sure your children use the school crossing in Botting St when crossing the road. Set a good example to your children and teach them to follow safe practices at all times.

Inclement Weather
Our Learning Areas are air-conditioned, so children are expected to stay at school rather than go home early on hot days. When the weather is above 35 degrees or wet students will remain indoors at break times.

Canteen
The school Canteen is open each school day. An updated menu will be sent home at the beginning of each school year. The menu is found on the school website: www.olqp.catholic.edu.au. Students need to bring a fruit snack from home each day for fruit break.

Food Policy
Our Lady Queen of Peace is a nut aware school. No sharing of food applies to all students. We have a number of students with severe allergies. Parents are asked to accommodate any children in their child’s class who may have an allergy when sending food for class celebrations.
Lost property
Lost property is collected from the Parent Room. Please make sure all your child’s clothing is clearly labelled. Students are responsible for their own belongings.

Toys / Games /Electronic Devices
Please do not send toys to school with your child. Bringing toys from home often causes unnecessary problems by being broken, lost or stolen. There is ample sports equipment for the children to use and play equipment in the playground.

The School recognises the need for some students to have access to a mobile phone at times. However between 8:50am and 3:10pm students are not permitted to use their phones.

Photographic Consent / Internet Consent
All students are required to have a Photo Consent signed for photos to be included in our newsletters, on our website or in promotional material. The Photo Consent forms are sent home at the beginning of each school year.

All students are asked to read and sign an Internet and Network User Agreement before being allowed to use the school network and the Internet. All students must obtain parental permission and agree to be responsible computer users. These consent forms are also sent home at the being of each year.

Electronic Devices
The School advises that students are not permitted to use their phones. These devices must be handed to the class teacher each morning and will be kept in a locked cupboard and returned to the student at the end of the day. This policy applies to other electronic devices e.g. iPod, iPad.

Volunteers / Police Clearances
Volunteers provide a rich environment within any organization and are welcome to come into the School Community at Our Lady Queen of Peace. To ensure the safety and wellbeing of all our students, all volunteers, before they begin to work at our School are required to undergo a Police screening with an update every 3 years, and a volunteer induction session, before they begin their activity. The School processes the paperwork and all information is kept confidential.

Volunteer forms are available at the front office.

Parents and Friends
The Parents & Friends Committee gives parents and friends an opportunity to become intimately involved in school life. Meetings cover such things as fundraising, social events and parental education. The P&F make a significant and very special contribution to the wellbeing of our students and families. Meetings are held each month on a Wednesday at 7:30pm. Check the school newsletter for dates or call the front office. Meetings are open and all parents and friends of Our Lady Queen of Peace are welcome.

School Functions
It is expected that all children attend important school functions out of school hours e.g. Sports Day, Family Carols Night and End of Year Mass. In the event of a child being unable to participate, parents are requested to contact the Principal in writing, prior to the function.
OUT OF SCHOOL HOURS CARE / VACATION CARE

Our Lady Queen of Peace Out of School Hours care operates daily from our school hall. It is committed to quality care for families within our community. Bookings are essential.

We acknowledge:

- that many of our parents require care for their children in a safe, non-threatening environment that offers security and peace of mind.
- the children who attend the service will be provided with recreational and social experiences.
- the diversity of culture, creed, race and gender, therefore our activity programmes are to include opportunities for all children to participate on an equal basis.
- and encourage children and their families to participate in the service through sharing of their ideas and knowledge so as to incorporate them into the programme for the benefit of all the children.
- that a safe and healthy environment for children is essential and to maintain the standard in line with the National Standards for Our of School Hours Care.
- the involvement of Our Lady Queen of Peace staff to provide a quality service and to undertake further skills training to maintain an up to date standard of care.

To access a place for your child in the Out of School Hours Care service, parents are asked to complete an enrolment form which is available from the OSHC service or the front office.

Before School care 7:00am – 8:30am
After School care 3:10pm – 6:10pm
Vacation Care/Pupil Free days 7:00am – 6:00pm

2015 OSHC FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>$8.00</td>
</tr>
<tr>
<td>After School Care</td>
<td>$17.00</td>
</tr>
<tr>
<td>Staff Formation Day (Pupil Free Day)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Vacation Care full day</td>
<td>$50.00</td>
</tr>
<tr>
<td>Vacation Care ½ day</td>
<td>$30.00</td>
</tr>
<tr>
<td>Vacation Excursion days</td>
<td>$55.00</td>
</tr>
<tr>
<td>A late fee of $1.00 per minute applies for late collection</td>
<td></td>
</tr>
</tbody>
</table>

Child Care Benefit

Families that wish to be assessed for Child Care Benefit (CCB) and Child Care Rebate (CCR) will need to contact Department of Human Services (DHS) on 136150 or visit www.humanservices.gov.au

Through DHS you can choose from a range of payment options for CCB and CCR. the best and most common payment method is a fee reduction.
TERM DATES 2015

Term 1  27/1/2015 - 10/4/2015
Term 2  27/4/2015 - 03/7/2015
Term 3  20/7/2015 - 25/9/2015
Term 4  12/10/2015 - 11/12/2015

Staff Formation Days (pupil free days)
Term 2  Monday  27 April, 2015
Term 2  Friday  5 June, 2015
Term 3  Monday  20 July, 2015
Term 4  Friday  11 December, 2015

Public Holidays 2015
Term 1  Monday 26 January
Term 1  Monday 9 March
Term 1  Friday 3 April
Term 1  Monday 6 April
Term 2  Monday 8 June

School Open Days 2015
Term 1  4 March
Term 2  3 June
Term 3  26 August
Term 4  4 November
The Uniform Policy of Our Lady Queen of Peace School addresses the total appearance of the student travelling to and from school and while at school. Wearing of a neat and tidy uniform is widely regarded as a positive indication of a successful school, and one in which the parents and students have a real pride and a sense of ownership.

In addition the uniform is a means of helping to develop unity and pride within our community.

The School Uniform can be purchased from Totally Schoolwear located at Shop 3, 378 Goodwood Rd, Cumberland Park. We also have a second-hand uniform shop located at the school. Opening times for the School shop are advertised in the School Newsletter.

### UNISEX

<table>
<thead>
<tr>
<th>Summer – Terms 1 &amp; 4</th>
<th>Winter – Terms 2 &amp; 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>(unless otherwise advised by the principal)</td>
<td>(unless otherwise advised by the principal)</td>
</tr>
<tr>
<td>Short sleeved striped polo, logoed</td>
<td>Long sleeved striped polo, logoed</td>
</tr>
<tr>
<td>Navy embroidered drill shorts, logoed</td>
<td>Navy embroidered drill pants, logoed</td>
</tr>
<tr>
<td>Plain navy ankle high socks</td>
<td>Plain navy ankle high socks</td>
</tr>
<tr>
<td>Black lace up leather shoes OR brown sandals with closed in toe and heel.</td>
<td>Black lace up leather shoes</td>
</tr>
<tr>
<td>Rec – year 2 only: black, velcro-fastening leather shoes are acceptable</td>
<td>Rec – year 2 only: black, velcro-fastening leather shoes are acceptable</td>
</tr>
<tr>
<td>Mary Jane style girls shoes are not approved footwear</td>
<td>Mary Jane style girls shoes are not approved footwear</td>
</tr>
<tr>
<td>Polar Fleece Vest, logoed</td>
<td>Polar Fleece Vest, logoed</td>
</tr>
<tr>
<td>Polar Fleece Jacket, logoed</td>
<td>Polar Fleece Jacket, logoed</td>
</tr>
</tbody>
</table>

### Summer Uniform Alternative for Girls

Alternative from shorts for girls: Navy embroidered skort, (plain Navy ankle sock are to be worn with shoes)

### Winter Uniform Alternative for Girls

Alternative from drill pants and striped polo for girls:

- Pinafore (R-4) or Skirt (5-7)in OLQP tartan with
- White plain long sleeved school shirt
- Navy tights or navy socks
**SPORT UNIFORM**

The sports uniform is worn on PE sport lesson days, dance drama lessons, sport activities and for attendance at Sport Carnivals.

<table>
<thead>
<tr>
<th>UNISEX</th>
<th>UNISEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Terms 1 &amp; 4</td>
<td>Winter Terms 2 &amp; 3</td>
</tr>
<tr>
<td>Striped Polo Shirt logoed</td>
<td>Striped Polo Shirt logoed</td>
</tr>
<tr>
<td>(short or long sleeved)</td>
<td>(short or long sleeved)</td>
</tr>
<tr>
<td>Navy embroidered rugby shorts, logoed</td>
<td>Navy embroidered long track pants, logoed</td>
</tr>
<tr>
<td>Plain white ankle socks</td>
<td>Plain white ankle socks</td>
</tr>
<tr>
<td>Sports sneakers – predominantly white, not leisure shoes</td>
<td>Sports sneakers – predominantly white, not leisure shoes</td>
</tr>
<tr>
<td>Polar Fleece Vest/ Polar Jacket logoed</td>
<td>Polar Fleece Vest/ Polar Jacket logoed</td>
</tr>
</tbody>
</table>

Year 7 windcheater may be worn during Year 7 instead of long sleeved striped polo shirt.

**Jewellery**

- Students may wear one wrist watch, one simple neck chain with religious medal or cross, tucked into the uniform.
- Earrings – one plain earring (stud or sleeper) in each ear, worn in the lower lobe. No other jewellery is permitted.

**Hair**

- Both boys and girls must at all times have neat and tidy hairstyles.
- Girls – long or shoulder length hair is tied back off the face and up in a ponytail, plait, bun or hair clasp. Hair ties, thin hair bands and plan clips/clasps need to be in school colours i.e. blue, navy or white.
- Boys – hair must be kept neat, above the collar and away from the face.
- No extreme colours or styles are acceptable for boys or girls.

*Uniform Price Lists are available from the School Office upon request.*
FINANCIAL INFORMATION – FEES 2015

Policy Statement

- No child is to be denied access to Catholic schooling because of an inability to pay fees.
- No child should be removed from a Catholic school in South Australia because of an inability to pay fees.
- Fee levels in Catholic schools are to be set such that Catholic schooling (not necessarily particular schools) is accessible to all Catholic families.
- School fees are to be set with due regard for the nature of the school community, appropriate resourcing and equity considerations relating to families (such as number of children in family, sibling attendance at other Catholic schools).
- Fee processes and policies at school level are to be just, respectful, compassionate and transparent.
- Details of families’ financial circumstances are to remain confidential to those authorised to access the information.
- Students who are in receipt of School Card allowance and hardship remissions should not be identified publicly through any school practices, such as book collections and excursions.
- Schools are to have published fee policies and processes that reflect and implement the SACCS Fees Policy 2012.

Accounts, Collections of Fees & Payment

An invoice for the total of compulsory fees for the full year will be sent to families in February. Families who are able to pay the account in full are encouraged to do so. The school’s preference is for all fees to be paid by direct debit. Alternatively, parents are required to pay 4 instalments (consisting of one quarter of the total amount billed at the commencement of the year) by the dates advised. There is no charge to pay by instalment.

Where instalments are the payment option and payment is not received by the due date, a reminder letter will be sent to outstanding account holder’s 1 – 2 weeks after the due date.

Any family experiencing any genuine difficulty is encouraged to contact the Bursar or Principal as soon as possible. The Principal will work with the family in line with their individual needs to assist where possible and may consider variation to this policy in line with the needs of the family.

Any different payment methods must be requested in writing and addressed to the Bursar. The Bursar in consultation with the Principal will then reply in writing advising of the response. These requests will need to be made on an annual basis.

Factors considered when reviewing applications for special discounts:

- Eligibility for School Card
- Families who fall just outside the criteria for School Card
- Total family income
- Fees for siblings at other Catholic schools
- Number of children in family
- Illness or special/extenuating circumstances
Building Fee (Compulsory)
The building fee contributes to all capital improvements to the school and maintenance of existing property.

Resource Fees

Composite Fee including stationery
- This is levied to cover running costs incurred in the following curriculum areas: Library/Resource Centre, Religious Education, Mathematics, Science, Music, Physical Education & Health, English, Spanish, Design & Technology, Society and Environment and class resources for Art and Craft and photocopying. Curriculum expenditure is the real business of our school and we will continue to provide the best for your children. Stationery will be ordered by the school for each child. The goods will go directly to your child’s classroom and be distributed on the first day of term. Non consumable goods will be kept as class sets to comply with GST legislation.
- In 2015 the Resource Fee will cover swimming R-5 or an aquatics deposit of $50 for Years 6 & 7.

Ambulance & Insurance Cover
- All students will be covered at all school events, on or off school premises.

Sports Clinics and Carnivals Fee
- This sports clinics and carnival fee is to enable the continuation of the high standard and range of sporting activities offered at our school. Children who are selected in events that are not related to the whole school will need to pay on a user basis, i.e. soccer, basketball, netball etc.

Excursion Fee
- This is to cover the cost of performances held at the school plus any out of school curriculum activity organised by the class teacher.

ICT Fees
According to the S.A. Commission for Catholic Schools guidelines, given the need to provide technology we should endeavour to budget to spend $235 - $320 per year per primary student on Information Communication Technology.

Tuition Fees
These are to provide funds to meet the school’s day to day operating costs including loan repayments, electricity, rates, security, administration expenses, ESO salaries, etc. Excluded are teacher salaries, which are funded by Commonwealth Government Grants.

School Card
According to the SA Catholic School Guidelines, students who qualify for support under the SA Government School Card Scheme are not required to pay full fees. Therefore, they will receive an automatic 40% discount against Tuition fees. All other fees must be paid.

Payment of Fees
Families are encouraged to make regular payments through agreed payment arrangements eg. Direct Debits to assist them in meeting their commitments.
Fees may be paid either: Weekly over 40 school weeks; Fortnightly over 40 school weeks; Monthly over 10 months from February to November; Up-front in February for the full year or in 4 instalments due on; February 28, May 2, July 4 and September 5.

<table>
<thead>
<tr>
<th>SCHOOL FEES</th>
<th>SCHOOL CARD FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCHOOL FEES</strong></td>
<td><strong>SCHOOL CARD FEES</strong></td>
</tr>
<tr>
<td></td>
<td>$</td>
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<tr>
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<td>I.C.T. Fee</td>
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<td>Tuition Fee</td>
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COMMUNICATION

Parent / Teacher Communication
A good relationship between the home and the school is vital for the benefit of the child.

Parent Information Nights / Learning Conversations and Reports
At different times in the school year parents are invited to general parent/teacher meetings. Programmes are outlined and classroom information shared. Parent teacher meetings are also held periodically, when parents can discuss their child’s progress with the class teacher. These meetings are important opportunities for parents and teachers to come together in a mutually supportive way for the children’s benefit.

Reporting to parents will be as follows:
Term 1  Parent Information Evening
Term 2  Individual written reports to go home at end of Term 2
Term 3  Learning Conversations
Term 4  Individual written report to go home at the end of the year

Newsletter
A newsletter is posted on our website fortnightly on a Wednesday. Parents are notified by email or can download the Skoolbag app for iPhones or Androids to receive the newsletter.

Those families who do not have access to the app or the internet can contact the office to organise a printed copy.

Class Teacher send home a class newsletter each term.

Information Forms and Change of Address / Telephone Number
Each child must have an Information Form, filled out properly, with correct phone numbers in case of an emergency. These are updated each year, and must be returned to the office during the first weeks of Term 1.

Parents are asked to inform the office of any change of address, temporary or permanent and new phone number to avoid any unnecessary confusion when trying to contact the parent if a child is ill, or when distributing correspondence.

Student Absenteeism
If your child is not going to be at school due to illness, or will be late due to an appointment, the parent must inform the school by phone or via a brother or sister who could inform the class teacher of their sibling’s absence.

Class Rolls are sent to the office promptly each morning if your child arrives late they must inform the office of their arrival. If we have not been advised of the absence we will contact families to confirm the reason for the absence.

When collecting your child for an appointment, please call to the School Office and sign them out. The office staff will contact the classroom to have your child sent to the office.
HEALTH & WELFARE

Accident and Illness
A child showing any indication of illness should NOT be at school. Children suffering from infectious diseases, cold symptoms should be kept home.

Procedure Regarding First Aid
Staff members are issued with a first aid bag to use on yard duty for minor first aid requirements. Students who need more specialised first aid are sent to the office when referred by the teacher.

Students who visit the sickroom for treatment are issued with a notice for parents to advise of their visit. Minor cuts and abrasions that require a band aid can be taken care of by the teacher on duty or in the classroom.

When a child is obviously ill or injured and needs to go home, or may require treatment by a doctor, a parent will be notified by a staff member by phone and requested to collect the child. Hence the necessity of your child’s Information Form being up to date and filled in correctly.

Head Lice is a concern for all schools. Parents are asked to check their child’s hair regularly. If symptoms are evident the child is not permitted at school. If head lice are detected at school, the whole class will be notified.

Medication
Administration of medication is the responsibility of parents/caregivers and will only be administrated by the school’s First Aid Officers. Only medications prescribed by a doctor will be given. Parents must complete a Permission to Administer Medication form in the front office if medication is to be given to their child.

An Action Plan is required for all chronic conditions e.g. asthma, diabetes and allergies. It must be updated as required, and all medications be presented to the office.

If it has been indicated on a student’s medical form that the student has asthma/allergies, a puffer/medication must be provided to the school for emergency use.

Parents must inform the class teacher if medication is required during excursions.

Asthma Puffers
Older students may accept the responsibility for their own medication, including the use of puffers.

Young children are not always ready to do this and it is necessary that the school staff follow the action plan and assist where appropriate.

Lost Property
Lost property is collect from Parent Room.

At the end of each term, un-named lost property will be disposed of. Students are responsible for their own belongings.
Sun Protection

Our policy is No hat, No Play. This rule applies to terms 1 and Term 4. Recent research indicates low levels of Vitamin D in children of school age. The UV levels in Term 2 and term 3 usually do not pose a risk.

Aims:

- Promote positive attitudes towards sun protection
- Promote personal responsibility and lifestyle practices to help reduce the incidence of skin cancers.

Students will:

- Wear approved hats when outside, from recess until home time all year round
- Apply sunscreen at home
- Have the opportunity to apply sunscreen before recess and lunch if needed
- Have a sound understanding of skin cancer prevention through educational programmes incorporated within the curriculum

Staff will:

- Actively promote and supervise the wearing of hats
- Act as role models to the students
- Use discretion when scheduling outdoor activities in Terms 1 and 4
- Incorporate activities on skin cancer prevention into their programmes
- Encourage the use of sunscreen by students
- Make time available for students to apply sunscreen before recess and lunch

Parents will:

- Be informed of policy when enrolling children
- Be encouraged to act as a positive role model
- Train their children on the use and application of sunscreen
- Provide their child with sunscreen
- Apply sunblock to their child before leaving home
- Provide a school hat for their child
CATHOLIC CULTURE

At the heart of the school’s curriculum is the Religious Education Programme which centres on the common basic experience of the children growing up in a Catholic community.

We believe that the children’s parents are their first teachers in faith and we aim to support them in this, especially during the children’s immediate Sacramental Preparation.

During this time parents and children are expected to participate in a series of meetings/workshops to support the faith formation of their children.

The teaching of Religious Education in Catholic Schools is founded on the teachings of Jesus in the Gospels and therefore:

- is concerned with the meaning of life
- attends to what is happening in a person’s life
- provides opportunities to access the traditions of the Catholic Church in a variety of way
- is concerned with critical questions
- leads to a deeper appreciation of God’s presence with us
- and invites us to put our understanding into action

Sacraments of Initiation

Children will celebrate the sacraments when they are ready to do so. The School will teach Sacrament Program. Discernment of readiness is the joint responsibility of parents, teacher and priest.

Principles

Parents are the first educators of their children.

Parents are called to be witnesses to their faith by loving God and their neighbour.

A child’s journey of faith begins at Baptism when he/she becomes a member of the Catholic Church.

Faith is not fully realised at Baptism, it is a life long journey. Each Baptised child is called to celebrate the Sacraments of initiation so that they in turn will be witnesses to their faith.

The Eucharist (Mass) is the source and summit of all worship and Christian life, by which the church continually lives and grows.

For information regarding the Sacraments please contact the APRIM.

ICT Usage

In the educational environment of today Information/Communication technologies provide a valuable source of learning and communication.

Students have the responsibility to use the computers as an educational support, not for recreational purposes, or in ways that do not respect the dignity and rights of others. Each year students and parents are asked to sign an ‘Acceptable Use Policy’ which parents are encouraged to discuss with them. This is found in the Student Diary – Year 3-7. Students are not to bring electronic devices from home with personal music or games.
In partnership with parents and through its curriculum, Our Lady Queen of Peace School endeavours to educate young people in all dimensions of life by:

- developing the whole person
- encouraging a lifelong search for truth
- inviting them to grow in responsibility and freedom
- encouraging the pursuit of excellence
- developing an open and critical attitude to the world today
- promoting mutual relationships and partnerships.

Key Learning Areas
Curriculum areas include studies in:

- Religious Education
- English
- Mathematics
- Science
- History
- Geography
- Health and Physical Education
- Design and Technology
- The Arts
- Language (Spanish)

Religious Education
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We believe that the children’s parents are their first teachers in faith and we aim to support them in this, especially during the children’s immediate Sacramental preparation. During this time parents and children are expected to participate in a series of meetings/workshops to support the faith formation of their children. The teaching of Religious Education in Catholic Schools is founded on the teachings of Jesus in the Gospels and therefore:

1. Is concerned with the meaning of life,
2. Attends to what is happening in a person’s life,
3. Provides opportunities to access the traditions of the Catholic Church in a variety of ways,
4. Is concerned with critical questions,
5. Leads to a deeper appreciation of God’s presence with us and invites us to put our understanding into action.

The Religious Education programme is based on the achievements of the learning outcomes in the Religious Education framework for Catholic Schools – Crossways.

Students from other Christian traditions and other world religions attend Catholic schools. Our Religious Education programme integrates the faithful teachings of the Catholic tradition with sensitivity to what can be shared by all students.
Strands of Learning focus on:

- Believing, Living, Celebrating
- Understanding the Christian Faith Tradition
- Tradition
- Prayer and Liturgy
- Social Justice
- Sacramental Programme
- Pastoral Care
- Value Education

Made in the Image of God

The family has intrinsic value and a fundamental role to play in both Church and society, for it is that community in which the whole network of social relations is grounded. As a result the Church considers serving and supporting the family to be one of its essential duties.

Family life Education (MITIOG) is designed to support parents by providing a coherent, family curriculum firmly based on Catholic moral teaching.

The four strands of Family Life Education/MITIOG are

1. **Being Human**: students are invited to respond to the idea that all are created in the image and likeness of God, and called to demonstrate reverence for self, others and the whole of creation.
2. **Being Sexual**: Students are invited to explore the belief that sexuality is integral to the human person and develop an understanding of the teachings of the Catholic Church regarding human sexuality.
3. **Being Connected**: This strand encouraged students to explore how God is revealed to us in and through relationships with families, friends and community, and develop a respect for diversity.
4. **Being Moral**: This strand invites students to respond to the belief that all are called to be moral and investigate and apply processes in Christian decision making.

English

At Our Lady Queen of Peace we believe that the study of English is central to the learning and development of all young Australians. Through their studies of English, students will become confident communicators, imaginative thinkers and informed citizens. In developing in our students an understanding of Standard Australian English, we will contribute to the formation of ethical, thoughtful, informed and active members of society. By applying the cross-curricula lenses of Aboriginal and Torres Strait Islanders, our Asian neighbours and Sustainability, we will be ensuring our students are able to contribute meaningfully to the many everyday aspects of life which our culturally diverse nation requires.

The English Curriculum aims to ensure that students learn to listen to, read, view, speak, write, create and reflect on increasingly complex and sophisticated spoken, written and multimodal texts across a growing range of contexts with accuracy, fluency and purpose appreciate, enjoy and use the English language in all its variations and develop a sense of its richness and power to evoke feelings, convey information, form ideas, facilitate interaction with others, entertain, persuade and argue.
Children are provided with opportunities to understand how Standard Australian English works in its spoken and written forms and in combination with non-linguistic forms of communication to create meaning develop interest and skills in inquiring into the aesthetic aspects of texts, and develop an informed appreciation of literature.

**Mathematics**

The Mathematical learning process is the way we enable our students to explore and engage in the Mathematics classroom. Mathematics is taught through both explicit instruction and opportunities for the students to explore and investigate for themselves. In the lower year levels the students are given many opportunities to work through processes using manipulative materials to understand why and how so that they can apply their learning to more complex tasks. We model how we can work through problems and complete some diagnostic testing to gauge the students’ progression. As they move into the older year levels their learning is based on investigations and the problem solving becomes more complex. They are also set more student directed inquiries to form their own understandings and apply a range of mental strategies with independence.

Learning Mathematics is an engaging and active process where children develop the skills required to understand and solve a range of problems in a way that is meaningful to them and in which they can reason. Children construct their own understandings through experimentation and interaction with mathematical ideas. Children are encouraged to explore concepts using a range of technologies and manipulative materials to build their own comprehension. Children are encouraged to participate independently and collaboratively through authentic experiences and reflect upon shared Mathematical activity in a range of contexts.

**History**

Our aim in teaching History is to ensure that our students develop an interest in, and enjoyment of, historical study for lifelong learning and work, including their capacity and willingness to be informed and active citizens. The children have an opportunity to develop their knowledge, understanding and appreciation of the past and the forces that shape societies, including Australian society, understanding and use of historical concepts, such as evidence, continuity and change, cause and effect, perspectives, empathy, significance and contestability. Children are encouraged to develop the skills to enable them to have the capacity to undertake historical inquiry, including skills in the analysis and use of sources, and in explanation and communication.

The Inquiry Learning Process is the way we enable our students to explore and engage in the study of History. Each year level includes key inquiry questions that provide a framework for developing students’ historical knowledge, understanding and skills.

History is taught through both explicit instruction and opportunities for the students to explore and investigate for themselves. This process of historical inquiry develops transferable skills, such as the ability to ask relevant questions; critically analyse and interpret sources; consider context; respect and explain different perspectives; develop and substantiate interpretations, and communicate effectively.
Science
Our Science curriculum at Our Lady Queen of Peace is based on the *Primary Connection* curriculum units.

*Primary Connections* is an innovative and exciting approach to teaching and learning which links the teaching of Science with the teaching of Literacy. *Primary Connections* supports teachers to improve students’ scientific literacy, as well as their learning outcomes in both Science and Literacy. Linking Science with Literacy enriches the learning experience for students.

A set of curriculum units model how to implement the teaching and learning approach in the classroom. They are practical resource books with an easy-to-use layout, and a science background CD. We have multiple copies of each resource book in the Library covering each of the four Science SACSA strands; Life and Living, Earth and Beyond, Energy and Change and Natural and Processed Material.

The *Primary Connections* is set up into 5E’s teaching and learning model which is based on the theory that students learn best when they are allowed to work out explanations for themselves over time through a variety of learning experiences structured by the teacher. Students use their prior knowledge to make sense of these experiences and then make connections between new information and their prior knowledge.

The 5 E’s are:

Engage       Explore        Explain        Elaborate        Evaluate

Geography
Geography uses an inquiry approach to assist students to make meaning of their world. It teaches them to respond to questions in a geographically distinctive way, plan an inquiry; collect, evaluate, analyse and interpret information; and suggest responses to what they have learned. They conduct fieldwork, map and interpret data and spatial distributions, and use spatial technologies. Students develop a wide range of general skills and capabilities, including information and communication technology skills, an appreciation of different perspectives, an understanding of ethical research principles, a capacity for teamwork and an ability to think critically and creatively. These skills can be applied in everyday life and at work.

Health and Physical Education
In teaching Health and Physical Education our school’s aim is to ensure that our students are able to access, evaluate and synthesise information to take positive action to protect, enhance and advocate for their own and others’ health, wellbeing, safety and physical activity participation across their lifespan. Children will be encouraged to develop and use personal, behavioural, social and cognitive skills and strategies to promote a sense of personal identity and wellbeing and to build and manage respectful relationships. They will be provided with opportunities to acquire, apply and evaluate movement skills, concepts and strategies to respond confidently, competently and creatively in a variety of physical activity contexts and settings. Children will engage in and enjoy regular movement-based learning experiences and understand and appreciate their significance to personal, social, cultural, environmental and health practices and outcomes.
They will analyse how varied and changing personal and contextual factors shape understanding of, and opportunities for, health and physical activity locally, regionally and globally.

The Health and Physical Education curriculum is organised into two content strands — *Personal, social and community health* and *Movement and physical activity*.

**The Arts**

At Our Lady Queen of Peace we believe it is important to celebrate the gift of human imagination.

*“Creativity — is defined as the process of having original ideas that have value — more often than not comes about through the interaction of different disciplinary ways of seeing things.”* (Ken Robinson)

Arts gathers together the means of expression and understanding in order to engage our imaginations. Arts forms are based on tradition and evolve according to changing social, cultural and technological practices.

Arts have many purposes – aesthetic, economic, educational, entertainment, functional, sacred, social documentation, therapeutic and political. All styles of expression described by such terms as traditional, contemporary, popular, folk, commercial and fine arts are represented in arts works.

Learning in arts engages children and students

- In satisfying, lifelong involvement and pleasure.
- Arts works serves both to generate intellectual rigour and demonstrate a sense of self-worth in individuals and communities.
- Provides a means by which learners can explain, reflect, understand and critique society and imagine better worlds.
- Develop non-literal languages and discover subtle ways of communicating
- Enables them to become active, creative problem-solvers; and offers opportunities to access alternative modes of thinking and feeling that are specific to each arts form.

In dance students learn to control their bodies in expressive movement and to interact socially in proximity to others. In drama skills of interpersonal communication are developed to describe imagined situations or to make social comments. Media sharpens learners’ critical awareness of underlying media messages. Through analysis and production they acquire competency in music making and appreciation. In Visual Arts they learn to represent reality and imagination and to express their personal feelings, thus developing a sense of self. They also interpret visual information and learn to use two and three dimensional forms and images to communicate and represent ideas.

**Spanish**

All children from Reception to Year 7 have the opportunity to learn Spanish. The Spanish Programme is designed to have immediate relevance for students. The aim is to teach students language by having them use it in contexts which have relevance and meaning for them. This form of language teaching builds on the students’ interests and past experiences so that they become active participants in the learning process. The skills of listening, speaking, reading and writing interact and integrate with the language content and cultural information presented in the programme.
AIMS

The student of Spanish aims to:

1. Develop in the children an enthusiastic interest in second language learning while promoting a greater awareness of the different cultural background of our community.
2. Develop in the children an awareness of the workings and structure of Spanish and language in general, so as to lay a sound foundation for further studies in Spanish or in other languages.
3. Develop the children’s communicative ability in Spanish to greater confidence for communicating in a range of situations.

Extra Curricula

- Choir – Each year our students have the opportunity to be part of the Catholic Schools Music Festival. The annual performance is held in the third term at the Festival Theatre.
- Private Music Lessons are available in piano, guitar, saxophone, flute, trombone, drums and vocals. Tutors are available for lessons at the parents’ expense. Lessons are held during the school day. Information and booking forms can be obtained from the Front Office or from the Music Teacher.

School Sport

There are opportunities for extra-curricular sport, and visiting sports clinics to the school.

The Sport co-ordinator organises teams, however sport teams can only succeed through the generous support of parents willing to coach and manage teams. In addition to the extra-curricular sport program the older students are involved in several carnivals which form the basis of their physical education skill development lessons.

The Reception – Year 5 take part in swimming lessons each year.

The Year 6 & students take part in Aquatics.

At all times students and parents are asked to remember that they are representing their school on the sporting field and therefore should act accordingly.

Sports Day will be held in Term 4 each year.
WORKPLACE HEALTH & SAFETY

General Statement of Policy
Our Lady Queen of Peace School seeks to ensure, so far as is reasonably practicable, that employees, volunteers, visitors, contractors, and sub-contractors are safe from injury and risk to health while on the school premises or involved in school activities.

The Catholic Church Safety Manual includes the following policies and procedures

- WH&S Policy
- Injury / Incident / Near Miss Reporting
- Smoking
- Asbestos
- Consultation
- Contractor Management
- Internal Audit
- Use of Vehicles for work
- Electrical
- Emergency Evacuations
- First Aid
- Skin Cancer
- Induction & training
- Workplace Inspections / Hazard Management
- Management of Plant
- Manual Handling
- Remote or Isolated Work
- Stress Management
- Management of Hazardous Substances
- Fitness for Work
- Voice Management
- Volunteers
- Rehabilitation

Our Lady Queen of Peace School is committed to meeting the Standards required by the Workplace, Health & Safety Act and Regulations. To achieve these objectives the School requires the active cooperation of all persons onsite, in establishing and maintaining the highest possible health and safety standards.
In a school community issues of concern can arise. The School Board believes we need to communicate clearly that concerns are resolved in respectful and appropriate ways. It is important that grievances are kept confidential and that a time of reflection takes place before moving toward the Grievance Procedure. Criticism of the school or the teacher does not support your child’s learning as it undermines the trust between students and their teachers.

**I have a concern about...**

- **A School Policy**
  1. Make an appointment with a member of leadership to discuss your policy concerns
  2. Express your concern in writing to the School Board
  3. If the problem cannot be resolved seek guidance from Catholic Education South Australia (CESA)

- **A Staff Member**
  1. Make a time to meet with the person concerned
  2. Discuss your concern in a calm and fair manner
  3. Listen to the staff member’s response. Together decide the action to be taken by both parties
  4. Agree upon a time to review the decision made
  5. If the problem is not resolved make an appointment to see the principal

- **A Student**
  1. Express your concern to a teacher. Under no circumstances should a parent approach an issue directly with a student
  2. The teacher will address the concern through school behaviour development processes and will report the issue to leadership. You will be advised of the outcome by the “Principal”**REC
  3. Where necessary the parents of the child you have the complaint about will be informed of the issue and the appropriate consequence

- **Leadership**
  1. Express your concern to the person
  2. Discuss your concern in a calm and fair manner.
  3. Listen to the staff member’s response. Together decide the action to be taken by both parties
  4. Agree upon a time to review the decision made
  5. If the problem is not resolved seek guidance from Catholic Education South Australia (CESA)

- **Another Parent**
  1. Take time to reflect on the concern
  2. Raise your concerns with the class teacher and/or leadership if it affects the learning or safety of students
  3. If warranted leadership will mediate the dispute or suggest outside agencies to guide you

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*Principal – Anne Donnelly
**REC – Jamie Deverson*
CANTEEN PRICE LIST 2015

All lunch orders should be sent to school in a brown paper bag. These can be bought from a supermarket or from the canteen at a cost of 5c each.

DAILY SPECIALS

MONDAY..........Hot Dog $3.50 with cheese $3.80
TUESDAY........Chicken/Beef/Fish Burger $4.50

(Chicken burgers are made with breast meat, beef burgers are low fat. All burgers are served in a pita pocket with lettuce.)

WEDNESDAY.....Pastry Day:

THURSDAY.......Chicken/Beef/Fish Burgers $4.50

FRIDAY..........Hot Ham & Cheese Roll $3.30 Hot Cheese Roll $3.00

SANDWICHES (WHITE OR WHOLEMEAL)

| Jam | $2.00 |
| Cheese | $2.50 |
| Tuna | $3.00 |
| Chicken | $3.00 |
| Ham Salad | $3.50 |
| Vegemite | $2.00 |
| Ham | $2.50 |
| Egg | $3.00 |
| Cheese Salad | $3.30 |

Add Tomato, Cucumber, Lettuce, Beetroot, or Cheese for 30c per item. Mayo Mustard or Sauce is free. Rolls are 50c extra (single cut only).

WRAPS

Chicken or Ham Base with Lettuce, Cucumber, Cheese, Carrot (mayo optional) $4.00

COLD ROLLS

Vegetarian $1.50 Chicken $2.00

SUSHI

Tuna & Corn, Californian (Seafood) $3.50ea

SALAD PLATES

Ham, Chicken or Tuna Base with Tomato, Cucumber, Egg, Lettuce, Carrot, Cheese, Bread & Butter (Mayo Optional) $4.00

HOT FOOD

PASTA: Lasagne, Spaghetti, Penne Napolitano, $4.00
PIZZA: Ham & Pineapple, Ham & Cheese $4.00 ½ A Piece of Pizza $2.00
Chicken Breast Wedges (Crumbed) $4.00 0.80¢Ea
Chicken Breast Nuggets (Tempura) 3 for $2.00
Cornjack $2.50
Mammee Cup Noodles $2.50

DRINKS

Orange Juice/Apple Juice 375ml $2.00
Plain Milk $1.00 with Siopha Straw $1.50
Flavoured Milk: Chocolate, Strawberry 300ml $2.50 600ml..... $3.20
Spring water 350ml $1.00 600ml........ $1.50
Focus Fruit Water (Various Flavours) 350ml $2.20 500ml........ $2.70
Juice Box (Assorted flavours) $1.20

Ice Blocks priced from 50 cents