



ST PAUL'S PRIMARY SCHOOL

Mount Lawley



SCHOOL BROCHURE

2018

Table of Contents

School Profile.....	
Curriculum.....	
Specialist Subject Areas.....	
General Information.....	
Parent-Teacher Communication	
Parent Organisations.....	
Day to Day Matters.....	
Term Dates for 2018.....	
“St Paul’s Way” Road Safety Plan.....	
Uniform Requirements.....	
Staff.....	
Enrolment Policy.....	
School Fees: Setting and Collection Policy.....	
School Fee Schedule 2018.....	
Student Medication Form.....	
Canteen Ordering.....	
St Paul’s Way Road Safety Plan and Diagrams	

SCHOOL PROFILE

St Paul's Catholic Primary School, Mt Lawley, was established by the Sisters of Our Lady of the Missions in 1929. A vibrant, single-stream, co-educational school, it comprises approximately 230 students from Pre Kindy to Year 6, catering for the families of St Paul's Parish and surrounding areas. New families are warmly welcomed into the school community.

Pivotal to the School's **Vision** is a commitment to Christ-centred education, inspired by the charism of the Sisters of Our Lady of the Missions and the teachings of St Paul. The education offered by the School is underpinned by gospel values, encouraging the students to aspire to our **Motto: "From Darkness to Light"**. Students are supported to seek the truth and grow in knowledge, from darkness into the light of Christ.

St Paul's accomplishes its **Mission** by encouraging children to recognise their uniqueness and self-worth. A pastorally caring environment allows students to grow in faith, love and hope, with respect for one another. The School provides a holistic education, embracing the spiritual, intellectual, physical, social and emotional development of students, where both relationships and learning are valued.

Each year, based on an analysis of the NAPLAN and Standardised Testing data, a **Whole School Curriculum Plan** is developed, focusing on learning areas targeted for improvement. An emphasis is placed on differentiation in teaching and learning programs to cater for the needs and strengths of each child.

Students' academic needs are addressed through the implementation of an **Early Intervention Program**, coordinated by the Literacy Support Coordinator. The needs of students experiencing learning difficulties are identified and addressed through classroom support and student involvement in programs such as, Reading Recovery and the 'MiniLit' / MultiLit Programs.

An **Extension Program** caters for the students identified as gifted and talented in Years 3-6, providing them with academic challenges through participation in activities and competitions such as, the Junior Robo Cup, 'Have Sum Fun', the Tim Winton Writing Competition, 'Write a Book in a Day', Debating, Year 5 Academic All Stars Competition, Tournament of Minds, Solar Boats, Maths Olympiad challenges and ICAS Assessments.

Specialist programs are offered in Science; Physical Education; Swimming; Dance; Italian and Music, including participation in St Paul's Junior and Senior Choirs, St Paul's Liturgical Choir and St Paul's Instrumental Ensemble. Opportunities are also provided for students to participate in initiatives such as, St Paul's Chess Club and Checkmate Interschool competitions, Speak Up Award, the School and Interschool Spelling Bees, School House and Interschool Sporting Carnivals and the Catholic Performing Arts Festival. Extra curriculum programs on offer include Music instrumental tuition (Keyed Up Music), Netball, Tennis and Active After School Sport.

St Paul's is committed to developing students' independent learning skills and **Information Learning Technology** is fully integrated into the curriculum. Interactive TVs are installed in every classroom from Kindy to Year 6. I pads are used throughout the school from Pre Primary to Year 6. From Years 4-6, a 1:1 digital learning device program is in place. In 2016 the Year 4 students commenced a 1:1 Macbook program, which will flow into Year 5 in 2017 and Year 6 in 2018.

St Paul's Primary School enjoys a strong link with St Paul's Parish and the Parish Priest. The spirit of community is reinforced by the support of the St Paul's School Board, Parents & Friends Association and the active involvement of parents.

CURRICULUM

St Paul's Primary School offers teaching and learning programs in the nine learning areas of:

- Religious Education
- English
- Mathematics
- Science
- Humanities & Social Sciences (HASS) Geography & History (Years 1-6); Civics & Citizenship (Years 3-6); Business & Economics (Years 5 & 6).
- The Arts
- Health and Physical Education
- Languages Other Than English (L.O.T.E.) - Italian
- Technologies

SPECIALIST SUBJECT AREAS

Science

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

Physical Education (PE)

All classes from Kindy to Year 6 have PE lessons with a specialist teacher each week. Children from Years 1 to 6 wear their sports uniform to school on PE days.

Tennis:

Tennis lessons are offered to students after school on Tuesdays with instructors from **Tennis Pro**.

Music

A specialist Music teacher provides music lessons for all classes from Pre Primary to Year 6. Students from Years 3 to 6 participate in St Paul's Junior and Senior School Choirs, under the direction of the Music specialist, and perform at the Catholic Schools Performing Arts Festival and various functions throughout the year. Students learning a musical instrument have the opportunity to join the School Band. All students participate in weekly liturgical singing sessions and a select Liturgical Chorale performs under the direction of the parish priest, Fr Timothy Deeter.

Italian

Italian lessons are provided to all children from Kindy to Year 6 by a teacher of Italian from the Italo-Australian Welfare Cultural Centre Inc.

Academic Extension

An Extension Program caters for the students identified as gifted and talented in Years 3-6, providing them with academic challenges through participation in competitions such as, the Junior Robo Cup, 'Have Sum Fun', the Tim Winton Writing Competition, 'Write a Book in a Day', Debating, Year 5 Academic All Stars Competition, Tournament of Minds, Solar Boats, Maths Olympiad challenges and ICAS Assessments.

Academic Support

Students' academic needs are addressed through the implementation of an Early Intervention Program, coordinated by the Literacy Support Coordinator. The needs of students experiencing learning difficulties are identified and addressed through classroom support and student involvement in programs such as, Reading Recovery and the 'MiniLit' Program.

GENERAL INFORMATION

Instrumental Program

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

Homework

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

Excursions

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

School Hours

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

Bell Times:

First Bell	8.45am
Morning Assembly	8.50am (Monday and alternate Fridays)
Recess	11.00am - 11.20am
Lunch Recess	1.00pm - 1.40pm
Dismissal	Kindy: 2.45pm Pre Primary - Year 6: 3.00pm

Children are dismissed from class at 3.00pm to assemble at the lower gate for "Drive-Through".

Staff Meetings

Staff meetings are held every Wednesday from 3.20pm - 4.20pm and **staff are unavailable for interviews at this time.**

PARENT-TEACHER COMMUNICATION

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

Parent-Teacher Information Nights

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

Assessment and Reporting

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

Term 1: Parent/Teacher Interviews
Term 2: Semester 1 Reports

Term 3: Learning Journeys

Term 4: Semester 2 Reports

Newsletters

Newsletters are emailed home every second Thursday during term time and a copy is posted on the school website and the Connected App each fortnight. If required, some hard copies are kept in the office for collection.

Absentee Notes

If your child will be absent from school on any day, you are required to register the absence via the school website "Absentee Quick Links" or through the "Connected App" before 8.30am to confirm the absence. The school will be in contact with parents regarding any unconfirmed absences.

Extended Absenteeism

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

PARENT ORGANISATIONS

St Paul's Parents & Friends Association (P&F)

The P&F meets each month and works to develop community involvement within the school, socially, financially and through information evenings. All parents are encouraged to attend these meetings and support social functions.

Class Liaison Parents

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

DAY TO DAY MATTERS

School Assemblies

- A brief prayer assembly is conducted at 8.50am each Monday and all parents are welcome to attend.
- A formal school assembly is conducted every second Friday morning in the Barbier Hall commencing at 8.50am (PP to Year 6). At this assembly, class items are presented and students receive Merit Awards.

A School Nurse

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

Immunisation

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

Bicycles

Some of the older students ride their bicycles to school. No child will be allowed to ride a bicycle without a safety helmet. No bikes are to be ridden on the school grounds and bicycles are to be walked to the racks provided in the undercroft.

The Uniform Shop

The Uniform Shop is organised by volunteer parents. It is open each Wednesday from 2.30pm – 3.15pm. Should parents be unable to visit the shop during opening time, order forms, available from the school's administration or downloaded from the school's website, may be lodged through the Office.

Pupil Free / Staff Professional Development Days

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

Pre Kindy (3 Year Old) Program

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

School Fees

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

TERM DATES FOR 2018

Term 1

29 January	Monday	School Commences (<i>staff</i>)
30 January	Tuesday	School Commences (<i>staff</i>)
31 January	Wednesday	School Commences (<i>students</i>)
5 March	Monday	Labour Day Public Holiday
6 March	Tuesday	Pupil Free Day/Staff PD
30 March	Friday	Good Friday
2 April	Monday	Easter Monday
3 April	Tuesday	Easter Tuesday
13 April	Friday	End of Term 1

Term 2

30 April	Monday	Pupil Free Day/Staff PD
4 June	Monday	WA Day Public Holiday
5 June	Tuesday	Pupil Free/Staff PD
29 June	Friday	End of Term 2

Term 3

16 July	Monday	Pupil Free/Staff PD Day
17 July	Tuesday	Students Commence Term 3
22 September	Friday	End of Term 3

Term 4

8 October	Monday	Students Commence
5 November	Monday	Pupil Free Day/Catholic Day
13 December	Thursday	End of Term (TBC)

THE “ST PAUL’S WAY” ROAD SAFETY PLAN

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

Drivers should aim to keep the school on their left at all times so that the traffic flows:

- Along Learoyd Street (from Rookwood Street toward Francis Street)
- Left at Thongsbridge Street
- Left at Robin Street
- Left at Rookwood Street
- Left into Learoyd Street

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

PLEASE DO NOT QUEUE IN LEAROYD STREET.

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

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

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

PLEASE SEE THE ENTIRE ST PAUL’S WAY SAFETY PLAN AND DIAGRAMS AT THE BACK OF THIS BOOKLET

YEARS 1 TO 6 UNIFORM REQUIREMENTS

SUMMER

GIRLS

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

BOYS

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

School Tracksuit Top (with stripe and crest)

WINTER

GIRLS

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

BOYS

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

SPORT

GIRLS

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

BOYS

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

Plain White Sandshoes (*with minimal trim*)

OPTIONAL ITEMS WITH ST PAUL'S CREST - School Bag/Library Bag/Swim Bag/Scarf
KINDERGARTEN & PRE-PRIMARY School Hat and Sport Uniform (optional).

*All items other than shoes are available from the Uniform Shop each **WEDNESDAY** from **2.45-3.30pm**
Money and orders can also be left in a **NAMED** envelope in the office. Uniform Shop prices are kept to a
minimum and purchasing from other stores is discouraged as shirts and polo shirts purchased elsewhere
are a slightly different colour and need to have a school crest (\$2) sewn onto each item.*

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

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

Nail polish is not to be worn to school.

STAFF FOR 2018

Principal	Joanna Noonan
Assistant Principals	Mac Callisto and Jesse Yock
Administration Officer	Maureen Quin
School Bursar	Lindy Munnings
Pre Kindy Teacher (3 Yr old)	Liz Scagliarini
Pre Kindy Education Assistant	Vanessa Bradley
Kindergarten Teacher (4 Yr old)	Liz Scagliarini
Kindy Education Assistants	Mary Kerrigan, Jeanette Casey
Pre Primary Teacher	Nyssa Smith
Pre Primary Education Assistants	Rebecca Glynn & Helen Chatzimichail
Year 1 Teacher	Christina McAvinchey
Year 1 Education Assistant	Christina Miller
Year 2 Teacher	Irene Pangestu
Year 2 Education Assistant	Morena Bonotto
Year 3 Teachers	Mac Callisto (Mon-Thur) Sonia Todaro (Fri)
Year 3 Education Assistant	Helen Chatzimichail
Year 4 Teacher	Brianna Di Stefano
Year 5 Teacher	Natasha Flexman
Year 6 Teachers	Jesse Yock (Mon to Thurs) Cheryl Brown (Fri)
Library Technicians	Shelley Antoni / Carmela Ramos
Reading Recovery Teacher	Donna Robins
Support Teacher	Sonia Todaro
Physical Education Teacher	Ciaran Sanders
Music Teacher	Nick Dabbs
Italian Teacher	Mary Gerges
Science Specialist Teacher	Cheryl Brown
Extension Teacher	Cheryl Brown

ST PAUL'S ENROLMENT POLICY

1. St Paul's, as a Catholic Primary School, recognises the uniqueness of each student.
2. The Sisters of Our Lady of the Missions founded our school in 1929 with the aim of educating the whole person. We continue to strive to do this by offering varied educational activities.
3. Parents must have a genuine desire for the religious values of St Paul's School, its Catholic ethos, goals, aims and objectives. St Paul's is committed to a vision of parents as the first educators of their children.
4. Enrolment into the school, therefore, expresses a commitment by parents to fully support school policies, practices and activities. This commitment extends to the School Board and the Parents and Friends Association.
5. Where the interests of a child or parent cannot be met within the school, an alternative education facility will be suggested to help meet the family's needs.
6. The school will adhere to the Catholic/non-Catholic ratio parameters as set down by the Catholic Education Office for the diocese. The ratio directs the school to have at least 80% Catholic students. At the time of inquiry, this will be made clear to prospective parents.
7. In accepting an offer of enrolment, parents agree to pay all school fees and charges by the due date. If genuine financial need exists, parent contact with the Principal is required.
8. One term's written notice is required when cancelling the enrolment of a student. Failure to communicate an intention to withdraw a student will result in one term's fees being charged.
9. At all times the Principal may enrol a student where it is in the pastoral interests of that family, regardless of all other factors. Such a decision would be made with appropriate consultation of the Executive Director of Catholic Education WA.
10. The acceptance of an application form does not guarantee an enrolment interview or an offer of enrolment.
11. Enrolment at St Paul's shall only be offered where the school has age-appropriate vacancies and the resources required to meet the specific needs of the student.
12. Enrolment at St Paul's does not guarantee enrolment in any other Catholic school.
13. Enrolment priorities are as follows:
 - Catholic students from the Parish with a Parish Priest reference
 - Catholic students from outside the Parish with a Parish Priest reference
 - Other Catholic students
 - Siblings of non-Catholic students
 - Non-Catholic students from other Christian denominations
 - Other non-Catholic students

SCHOOL FEES: SETTING AND COLLECTION POLICY

RATIONALE:

As a Catholic school, operating as part of the Catholic Church, we have a vital mission, to provide a Catholic education for the children of families in our Parish. We are committed to assisting families, who desire their children to be educated in the faith, should they experience genuine financial concerns.

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

PRINCIPLES:

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

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

Procedures for Payment of School Fees:

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

Procedures for Payment of Outstanding School Fees:

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

SCHOOL FEE SCHEDULE FOR 2018

Fees and Charges per Student (per year)									
	PK	KG	PP	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6
Tuition Fee	2600	1260	2100	2100	2100	2100	2100	2100	2100
Amenities		271	390	482	482	482	482	482	482
Mathletics/Reading Eggs/Lexia		25	71	74	84	84	84	133	133
Technology Levy			148	148	148	148	148	148	148
Swimming				95	95	95	95	95	95
Dancing									35
Camp									369
Leaver's Shirt									35
Edudance			40	40	40	40	40	40	40
Occupational/Speech Therapy		195							
IT Replacement Levy		186	186	186	186	186	91	91	91
Total Fees per Student	2600	1937	2935	3125	3135	3135	3040	3089	3493

Please Note Kindy-Year 6 Sibling Discounts apply to Tuition Fee:
Second Child 10%
Third Child 25%
Fourth and subsequent Children 100%

Family Fees 2018 (per year)	
Building Levy	420
Year Book	33
Maintenance Levy	347
Voluntary P & F Levy	99
Total Family Levies	899



St Paul's Student Medication Request

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

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

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

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

Name of medication: _____

Dose: _____ Time to be taken: _____

Comments:

Signature of Parent/Guardian _____

Date _____

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

People to contact in Case of an Emergency:

Name _____ Contact No _____

Name _____ Contact No _____

Name _____ Contact No _____

Parent/Guardian Signature _____

Date _____

St Paul's Primary School
PO BOX 730, MT LAWLEY WA 6929
TELEPHONE (08) 94626000
Email: admin@stpaulsmtl.wa.edu.au

CANTEEN SERVICE – Coffee Corner

We have organised for The Coffee Corner, to provide us with a canteen service. They produce a nutritious range of sandwiches, salads and meals specifically for our school.

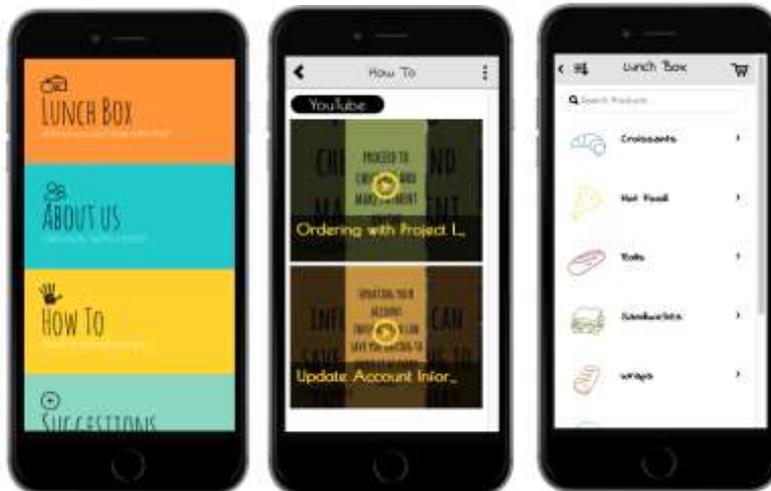
- Order at a time convenient to you (in the morning, night before, or weeks in advance)
- No searching for cash required (it's already paid online)
- Reliable processing of orders
- Order from home or work

How does it work?

Download the Project Lunch Box app from your phone's app store. Available on both the Apple Store or Google Play Store, just search 'Project Lunch Box'. The app will be available to parents on the 1st of February. On opening your app select Sign Up on the Registration Page. We then recommend providing as many details as possible as this information will be used in every order you make.



Once you have signed up you can browse through the app. There is a 'How To' page with handy videos showing you how to make your first order and other helpful hints about using the app. When you make your first order and checkout you will be directed to a Credit Card page where you can make instant payment. On this screen you can save your Credit Card details to prevent you having to re-enter the information at every order.



Each order is an individual Lunch Box. If you have two children you will need to make two orders, but don't worry the app is so easy to use it will only take a few clicks while you are watching TV, on your lunch break or waiting at school drop off. Orders are then sent automatically to the kitchen, where your entered child's name and year is printed and delivered in time for the lunch bell. Kids can simply pick up their order without the need for cash.

Orders can be made at any time of the day and can even be scheduled for weeks in advance. Orders made for the same day will need to be in by 8am in order to be processed. We do recommend allowing push notifications with the Project Lunch Box app as we will send reminders of orders closing, specials, new items and more directly to your phone.



The 'St Paul's Way' Traffic Management Plan

In partnership with the City of Stirling we have developed the '***Drive the St Paul's Way***' initiative. Our purpose is to get our children home safely, while promoting safe driving habits and relieving some traffic congestion at pick up time.

We ask that ALL families, including grandparents and relatives **who occasionally pick up students**, read this information and pledge their support, to safely '**drive the St Paul's way**'.

It is important that this information is shared with all members of your family who are likely to pick up your children, even if only rarely.

'The St Paul's Way'

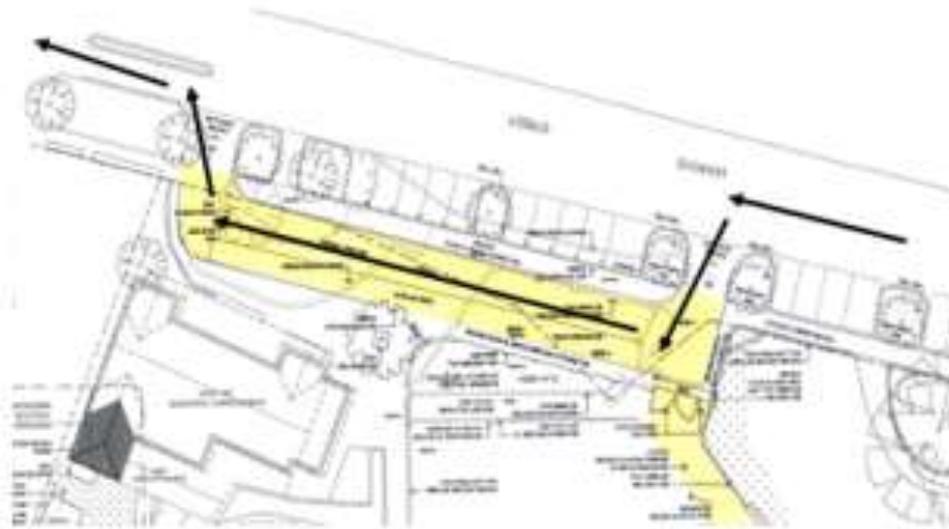
To ensure the smooth and safe pick up of students it is imperative that we all abide by the following guidelines.

Parents are asked to use the roads around the school block as a **ONE-WAY system** during pick up and drop-off times to ease traffic flow and allow easy access to parking bays.

Drivers should aim to keep the school on their left at all times so the traffic flows

- Along Learoyd St
- Left at Thongsbridge St
- Left at Robin St
- Left at Rookwood St
- Left back into Learoyd St

Map of correct flow of cars during pick up procedure.



Map of correct flow of cars if pick up area is full (parents waved through by staff).



Correct flow of traffic around St Paul's

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

Do not try to pass a car in the drive-through that has stopped to pick up a child.

Cars should NOT park in the drive-through at any time as this will blocks other cars needing to drive through.

Do NOT queue in Learoyd St.

It is important that the parking bays along Learoyd St are not obstructed. Cars should not queue beyond the Bus Bay, but continue along Learoyd St as mentioned above.

Rules of Drop off / Pick Up Zone

- Enter Bus Bay / Drive way at 5km/hr from Learoyd St using the 'St Paul's Way'
- Move as far forward as possible into the driveway
- Children must enter/exit the vehicle from the left hand side
- Buckle children in before leaving drive way
- Leave drive way turning **left only** into Learoyd Street.