



**St Paul's
School**

Parent Handbook

2026





Acknowledgement of Country

St Paul's School would like to acknowledge the Traditional Owners of the Land on which our School stands, the Turrbul People.

We would like to pay respect to Elders past and present and to emerging community leaders.

SPS is committed to reconciliation with the Aboriginal people of this Land, and to working with the First Peoples of Australia to continue to keep Aboriginal and Torres Strait Islander cultures going for future generations.

Welcome from the Principal

Dear parents,

I am delighted to welcome you and your child into our vibrant and supportive community.

At St Paul's School (SPS), I want every young person to be known, cared for, and supported to reach their full potential in a safe and nurturing environment.

This handbook is designed to help you navigate day-to-day life at SPS. It is a comprehensive guide of our policies and procedures, our wellbeing approach, and how to reach out if you have any questions.

I encourage all members of our school community to utilise their diverse skills and talents to the best of their ability. Together, let us strive to make the most of our educational journey, fostering a love for learning and a sense of belonging in our shared pursuit of knowledge.

Thank you for being part of SPS.

John O'Sullivan Williams

**Principal
St Paul's School**





Anglican
Schools
Commission



About SPS

Our Purpose

At SPS, we nurture growth, foster belonging and inspire personal excellence for all students by crafting high quality learning programs, providing extracurricular opportunities and investing in our staff and facilities.

Our Motto

Fide et Literis (By Faith and By Learning).

Our Values



Growth

Thriving in mind, body and spirit.



Belonging

Feeling valued, included and connected.



Community

United in care, respect and compassion.



Faith

Guided by love, service and hope, modelled on Christ.

An Anglican School

The Anglican Schools Commission Queensland provides strategic oversight of SPS, ensuring we operate in alignment with the ethos of the Anglican Church of Southern Queensland.

Governance

As SPS is a Diocesan Owned School, the governing body of the School is Diocesan Council. The Chair of the Diocesan Council is The Most Reverend Jeremy Greaves KCSJ, the Archbishop of Brisbane.

Facts and Figures



Co-ed



Pre-prep



Prep - Year 12



Brisbane



1,380 students



125 acres



20km from CBD



170+ teaching staff



History

1857 The land was first settled in 1857. An original farmhouse built in 1886 still stands on the campus.

1957 The Church of England acquired the land in 1957 via a bequest from Sir Edwin Marsden Tooth for the 'establishment of an all-boys grammar school on the northside of Brisbane'.

The land was purchased for £45,000.

SPS was named by the Anglican Archbishop of Brisbane, The Most Reverend Reginald Halse, who was an alumnus of St Paul's School in London.

1960 SPS was officially opened in November 1960 as an all-boys grammar school. The School crest was designed by Mrs WC Milligan, a well-known Brisbane artist. She based the design on the St Paul's School in London's crest.

1993 SPS becomes co-educational.

1997 An International School is established, welcoming students from around the globe.

2020 SPS celebrates its 60th anniversary.

2025 SPS celebrates the redevelopment and refurbishment of the Junior School.





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Absent from SPS

If a student is absent from SPS, a parent should log their absence via → [Parent Lounge](#) or Parent Orbit.

Under the 'Student Details' drop-down menu, select 'Attendance'. Then, click on the 'Add Absence Notification' button and follow the prompts. This applies only to absences that are three days or less.

Under the 'Reason For Absence' drop down box, there are a list of absences. If a child is absent for a non-medical reason, please select 'Personal Reason' and provide an explanation in the comment box. This assists SPS with reporting in order to meet its regulatory obligations.

For planned absences of three days or longer, parents must seek classroom teacher (Junior School – Prep - Year 6) or Head of Year (Senior School – Year 7-12) approval prior via → [Parent Lounge](#).

Please Go to the 'School Links' tab on the top of the page and choose either 'Junior School' or 'Senior School' then 'Student Leave Notification'. Your child's classroom teacher or Head of Year will then acknowledge the request.

If a student is absent from SPS and their absence is not logged in Parent Lounge, their class teacher (in Junior School) or tutor (in Senior School) will mark them as absent. If a student has not arrived on campus by 10am and no entry in Parent Lounge is located, an SMS will be sent to the student's parents advising they were absent from SPS.

SPS requires all students to be present on each school day for the purposes of maintaining continuity of their learning and understanding. The scheduling of assessments is completed well in advance and these dates cannot be altered to accommodate individual student absences.

If a student needs to leave school early, they must sign out at the appropriate Reception. For Junior School students, this is the Junior School Reception, while Senior School students should sign out at Tooth Reception. Prior to signing out, parents must request permission in writing from their child's classroom teacher or Head of Year.

In the case of a sudden, unexpected need for early departure, parents should go directly to the relevant Reception. The receptionist will contact the student. This procedure ensures all students are accounted for and can leave the campus safely.



Assessment

The School has a comprehensive policy which can be located on [→ Parent Lounge](#) and [→ Student Café](#). The policy includes guidelines on academic misconduct, procedures for requesting extensions, and other relevant protocols. It aims to ensure clarity and fairness in the assessment process, providing students and parents with clear expectations and procedures to follow.

All student assessment tasks are accessible via Parent Lounge and Student Café under the 'Curricular Activities' tab. In class, students are advised if the assessment item is:

- Formative (not contributing to a final achievement at the end of the semester).
- Summative (contributing to the final achievement at the end of the semester).

Some Years 11-12 assessment tasks will be completed during exam blocks.

Years 11-12 students are required to attend SPS only when they have a test scheduled during an exam block. Students must wear the correct school uniform whenever they are at SPS.

Students who wish to study at school when not in an exam session, must report to the library and sign in to study.

If a student is unwell or absent for an exam or their health impacts their ability to submit work on time, please refer to the Assessment Policy on [→ Parent Lounge](#).



Bullying, Harassment and Intimidation

SPS is committed to creating working and learning environments where students, parents, and staff are treated equally and with dignity, courtesy, and respect, and are not subjected to any form of bullying, harassment or intimidation of any kind.

All bullying, harassment, and intimidation incidents are to be reported to a member of SPS's Senior Leadership Team.

In line with recent legislation, the Principal has the right to remove any person from SPS or at any SPS related activity if it is in the best interest of safety and security.

Additional information, including the Anti-Bullying Policy is available on the [→ SPS website](#).

Bursaries and Scholarships

Bursaries are awarded on the basis of family need. For more information, please contact the Registrar, [✉ enrolments@stpauls.qld.edu.au](mailto:enrolments@stpauls.qld.edu.au).

SPS offers three types of scholarships:

- Academic.
- Specialist.
- Indigenous.

Scholarship opportunities require candidates to sit a scholarship exam.

Academic scholarships are available for current SPS students in Year 6 in 2026 and external students who would enter SPS in Year 7 in 2027. Scholarships are awarded on the basis of a student's academic ability.

Scholarships provide up to a 50% reduction in fees for Year 7-12 and are awarded on the results of the examination. There is an application fee to sit the examination.

Specialist scholarships include the following categories:

- Performing Arts Scholarship.
- Sports Scholarship.
- Vocational Scholarship.

Students applying for a specialist scholarship will need to sit the academic scholarship exam.

Specialist scholarships are not available for current SPS students.

Indigenous scholarships provide scholarship funding for members of the community with Indigenous heritage who may not have the financial means to attend SPS. Full, or part scholarships are offered to Indigenous students to cover the cost of tuition at SPS.

For more information, please contact the Registrar, [✉ enrolments@stpauls.qld.edu.au](mailto:enrolments@stpauls.qld.edu.au).



Café (Sippers)

SPS's café, Sippers is located next to the Innovation Precinct.

Sippers is open to parents, staff, and Senior School students from 7.30am-4pm on school days.

Calendar

A calendar is shared each semester listing the major events scheduled for SPS.

The calendar is available on [→ Parent Lounge](#) and Parent Orbit.

Celebration of Achievement

Celebration of Achievement events are held in the Walker Centre in Term 4 and are a highlight of the school calendar and a chance to honour outstanding accomplishments across academic, extracurricular, service, and citizenship pursuits.

Students are required to wear their formal uniforms at the respective Junior School and Senior School celebrations.

Change of Contact Information or Family Circumstances

Parents should advise SPS as soon as possible if there are any changes to contact information (including address, phone numbers) or family circumstances.

Changes can be made on [→ Parent Lounge](#) and Parent Orbit.

It is essential SPS has accurate contact information so parents can be contacted in the unlikely event of an emergency.

If your family circumstances change, please contact your child's classroom teacher or Head of Year.

It's important SPS is aware of changes to family circumstances so staff can act in the best interests of the student.



Child Safety Advocates

Name	Title	Location	Email
Marianne Connolly	Director of Junior School	Junior School	m.connolly@stpauls.qld.edu.au
Erica Trudgian	Director of Student Wellbeing	Tooth Building	e.trudgian@stpauls.qld.edu.au
Jon Andrews	Director of Community	Chapel	jc.andrews@stpauls.qld.edu.au
Kathleen Power	Director of International	International School	k.power@stpauls.qld.edu.au
Sharon Sutherland	Homestay Coordinator	International School	s.sutherland@stpauls.qld.edu.au
Neil White	Head of Outdoor Education	Tooth Building	n.white@stpauls.qld.edu.au
Jane Fogg	Head of Studies - Junior School	Junior School	j.fogg@stpauls.qld.edu.au
Karen Madden	Deputy Principal	Tooth Building	k.madden@stpauls.qld.edu.au

Code of Conduct

Behaviour Framework

The Behaviour Framework establishes clear expectations for behaviour, promoting a safe and respectful learning environment, and ensuring all students understand the standards they must meet.

Additional information, including the Behaviour Framework is available on [→ SPS website](#)

Parent code of conduct

The Parent Code of Conduct recognises parents ultimately want the best for their children.

SPS expects parents to:

- Support the educational ethos and values of SPS.
- Behave respectfully towards members of our SPS community.
- Use technology and social media appropriately.
- Be a responsible visitor and participant.
- Lodge complaints appropriately and productively.

Additional information, including the Parent Code of Conduct is available on [→ SPS website](#)



Communication

SPS uses a variety of channels to communicate effectively with parents, including:



Email may be used to communicate with parents or students. Students are encouraged to check their emails at least twice-a-day.



Socials SPS uses Facebook and Instagram to share updates and announcements.



Monthly newsletter contains information about upcoming events, key information and Parents & Friends Committee notices.



Parent Lounge is SPS's primary communications channel. Accessible via the SPS website or the Parent Orbit app, Parent Lounge allows parents to book parent-teacher interviews, view their child's timetable, access their reports, approve camps and excursions.

Parent Lounge login details are provided upon enrolment. Families commencing in 2026 will receive login details in the first week of Term 1. [→ Parent Lounge](#)



Parent Orbit App provides parents with seamless access to school information and resources. Features include quick links, daily digests, push notifications, and comprehensive student details so parents can stay informed and engaged in their child's education. The app allows for easy access to attendance records, fees and event payments, and academic reports.



Parent/Teacher interviews as arranged at various times and booked via Parent Lounge.



Seesaw app is the primary form of communication in the Junior School. The app allows parents to view their child's work and receive communication from SPS.

Search Seesaw in the App Store to get started.



Student Café is where students can access important information such as timetables, school calendars, daily notices, and assessment schedules. [→ Student Café](#)



Storypark app is the primary form of communication in the Early Learning Centre. The app allows parents to view their child's work and receive communication from SPS.

Search Storypark in the App Store to get started.



Complaints

SPS is committed to addressing concerns and grievances promptly and fairly. The complaints process can be used by all members of the SPS community including parents, students and staff.

If your concern relates to child sexual abuse or neglect, please contact one of our Child Safety Advocates immediately. Please refer to the → [SPS website](#) for more information.

Wherever possible, SPS encourages concerns to be resolved at the point of contact. This may be your child's classroom teacher, tutor, or the staff member that has caused you concern.

If you are unable to resolve the concern at this level, SPS encourages you to reach out to the appropriate Supervisor, Curriculum Leader, Head of Year or Director of Junior School.

For additional help, please contact Reception on ☎ **07 3261 1388**.

If your concern is still not resolved, please lodge a complaint submission via the → [SPS website](#).





Computer and Electronic Equipment Use

Starting in 2026, all Year 7 and Year 10 students, as well as all new Senior School students will receive a school-provided ASUS 14-inch laptop, replacing the current Bring Your Own Device (BYOD) model.

This change supports a safer, more equitable, and streamlined learning environment. School-managed devices will enhance cyber security, reduce classroom disruptions, and ensure all students have access to the same high-quality tools. Families will benefit from reduced costs, as the device is included in the 2026 school fee structure with no separate purchase required.

The laptops will come pre-loaded with curriculum-aligned software and will be supported by TechZone, ensuring quick repairs and minimal downtime. This consistency allows teachers to deliver lessons more effectively and supports students in developing strong digital literacy skills.

While Year 7 and Year 10 students will transition first, other Senior School year levels will continue with the BYOD program in 2026. The rollout will continue over the coming years.

Technical support is available by:

1. Lodging a support ticket with the SPS's IT Department, Techzone by emailing tz@stpauls.qld.edu.au.

Most issues can be resolved remotely, however, Techzone may connect via Teams, Zoom, etc.

2. If your issue is unable to be resolved by a support ticket or you have a physical problem with your device, please book a support session with Techzone [here](#).

Techzone is open 8am-4pm on school days and 8am-4pm (Monday – Friday) during school holidays.



Term Time Hours

Monday to Friday: 8.00am to 4.00pm



School Holiday Hours

Monday to Friday: 8.30am to 4.00pm

TechZone is not open on public holidays and will be closed during the mandatory school closure period in December.





Counselling

SPS has three full-time counsellors.

Counselling at SPS is a brief intervention, with students eligible for up to six sessions per year.

If a student requires further intervention, the counsellors will refer them to external support services.

Students in Year 10-12 can self-refer through → [Student Café](#).

For students in Pre-Prep to Year 9, a referral must come from either a member of staff or the child's parent. The referral form is located on → [Parent Lounge](#).

Court Orders

If a court order is in place, the custodial parent must inform the Principal, along with the Director of Student Wellbeing (for Senior School students), or the Director of Junior School (for Junior School students).

Only staff directly linked to the student will be notified of a court order.

SPS will follow the direction of the Court Order provided, unless written advice has already been received. SPS must be notified in writing of any changes to a court order accompanied by a copy of the relevant court order.

Daily Timetable

The Senior School operates on a 10-day academic cycle. In odd weeks the days are:

Mon 1	Tue 1	Wed 1	Thu 1	Fri 1
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In even weeks the days are:

Mon 2	Tue 2	Wed 2	Thu 2	Fri 2
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In some instances, the order of combined and split assemblies can change to accommodate special needs, including end-of-term assemblies.

The daily timetable is available at → [Student Café](#) and → [Parent Lounge](#).



Duty of Care

SPS has staff on duty between 8.00am and 3.30pm each school day.

Please do not drop off children at school prior to 8.00am or collect them after 3.30pm, unless they are participating in authorised extracurricular activities.

Outside School Hours Care is available through the YMCA Centre located onsite. For additional information, please call the YMCA Centre on 0407 742 826 or email asp@ymcabrisbane.org.

Excursions

Excursions are an important part of the SPS experience.

Parents will be given appropriate notice of any forthcoming excursions via email. A permission slip will be placed on → [Parent Lounge](#) for a parent to review and sign.

If the permission slip is not completed, the student will not be allowed to participate in the excursion.

The cost of all excursions is built into the school fees and no additional costs, other than food and other incidentals, will be incurred unless special arrangements are advised.

Staff will advise students of the dress code and uniform requirements of the excursion. Permission to attend the excursion may be withheld if a student is not correctly dressed.





Extracurricular Programs

SPS believes in the importance of holistic development and offers a diverse range of extracurricular programs to complement the academic curriculum, including:

- **Cadets** – the SPS Army Cadet Unit provides an excellent opportunity for students to develop leadership skills. SPS is one of only a few Queensland schools with a Cadet Unit.
- **Chess** – students get the opportunity to pit their chess skills against fellow students and other schools. The SPS Chess Club is fully equipped with match size chess sets and clocks.
- **Dance** – the combination of state-of-the-art facilities, and a close relationship with dance school, Dance Directions has afforded many students the opportunity to flourish through training and performance.
- **Debating** – SPS is part of the Queensland Debating Union and Circuit Debating Society. Students have the opportunity to compete and learn valuable skills, including the ability to think on their feet.
- **Drama** – SPS drama is offered to students in Year 7-12 and provides a multitude of performance opportunities including plays, musicals and tours.
- **Photography** – SPS Photography Club members are involved in photographing all major events at SPS as well as exploring their own creativity in the photographic medium.

Students who would like to join an extracurricular program should speak to their class teacher or Head of Year.

Additional information can be found in the Extracurricular Handbook which is available on the → [SPS website](#).

Hair

Boys' hair must be kept clean, tidy, of a conservative cut and length, of their natural colour and no longer than the top of the collar.

Girls' hair must be kept clean, tidy and of their natural colour. Girls with long hair below the collar are to tie it back using ribbons or fasteners in SPS colours.



Heads of Year

Heads of Year play a vital role in overseeing the pastoral care and wellbeing of students. They are responsible for fostering a supportive, inclusive, and positive environment that promotes students' personal, social, and academic growth.

The Head of Year for Year 7 is a dedicated role focused on helping students transition successfully into Senior School.

From Year 8 onwards, each cohort is supported by a Head of Year who remains with them through to Year 12, providing consistency and strong relationships throughout their SPS journey. Working collaboratively as part of the Wellbeing Team, the Heads of Year contribute to the development and implementation of wellbeing initiatives, monitor student progress, and provide guidance and support to students and families.

Head of Year 7 (Mel Johnson) [✉ m.johnson@stpauls.qld.edu.au](mailto:m.johnson@stpauls.qld.edu.au)

Head of Year 8 (Sophie Hughes) [✉ s.hughes@stpauls.qld.edu.au](mailto:s.hughes@stpauls.qld.edu.au)

Head of Year 9 David Fenwick [✉ d.fenwick@stpauls.qld.edu.au](mailto:d.fenwick@stpauls.qld.edu.au)

Head of Year 10 (Lisa Bolger) [✉ l.bolger@stpauls.qld.edu.au](mailto:l.bolger@stpauls.qld.edu.au)

Head of Year 11 (Jeremy Williamson) [✉ j.williamson@stpauls.qld.edu.au](mailto:j.williamson@stpauls.qld.edu.au)

Head of Year 12 (Andrew Wilson) [✉ a.wilson@stpauls.qld.edu.au](mailto:a.wilson@stpauls.qld.edu.au)





Health Centre

The Health Centre is open from 8:00am to 4:00pm each school day and provides medical care and support for students. Staffed by two qualified school nurses, the Health Centre manages first aid, ongoing medical conditions, medication administration, and emergency responses. It also coordinates health care plans for students with specific medical needs and maintains communication with parents.

The Health Centre can be contacted via [✉ healthcentre@stpauls.qld.edu.au](mailto:healthcentre@stpauls.qld.edu.au) for any medical or health-related enquiries.

First Aid

In the event of an injury or illness, students will be assessed and managed by Health Centre staff. If an ambulance is required, parents will be notified as soon as possible.

All presentations to the Health Centre are recorded on a student's file. It is up to the discretion of Health Centre staff to notify parents of any presentations that are considered more than a minor injury or illness. It is important parents update their children's medical information regularly on [→ Parent Lounge](#) or Parent Orbit.

Students with complex health needs or need additional health assistance, should make an appointment with the Head of Year and have Health Centre staff in attendance.

SPS follows the recommendations of Queensland Health for all contagious conditions. Parents will be asked to collect any student displaying symptoms that require a period of home isolation. Parents will also be asked to collect any student with a fever of 37.5°C and above.

Medications

SPS is authorised to administer paracetamol, ibuprofen and antihistamines to students provided the appropriate permission has been given, and consultation has occurred between Health Centre staff and the parent. Students requiring a prescription medication or administration of any other regular medication other than those listed above, must provide the appropriate permission form and provide the medication to SPS. The medication must be in date and must be clearly labelled with the student's name, the medication name, the prescribing health practitioners name, the dose to be administered, and any additional administration instructions. Variances to the labelled recommendations will only be accepted when a letter from the prescribing health practitioner is provided outlining the changes to the administration of the medication.

Schedule 8 medications such as Ritalin and Vyvanse must be accompanied with a letter from the prescribing health practitioner outlining the medication requirements. The medication must be delivered to the Health Centre, where it will be accepted and recorded by a staff member. SPS will not accept any schedule 8 medications directly from a student and the parent will be notified immediately.

No student is permitted to carry or store any medication in their lockers/ bags. This is for the safety of all students. The only exception is emergency medications such as EpiPens for anaphylaxis and inhalers for asthma.

Parents can request the Anaphylaxis and Asthma Management Policies from the Health Centre.



Homework

The purpose of homework includes:

- Consolidation of class work.
- Completion of tasks started in class time.
- Clarification and improved understanding of class work by means of practice problems, writing, etc.
- Revision.
- Completion of assignment set as independent tasks, but with scaffolding provided in dates set.
- Stimulus in advance of new work.
- Developing time management skills.

It is a student's responsibility to complete homework set by teachers.

Parents are encouraged to monitor homework and assist students in developing regular habits which improve the quality and appropriateness of homework.

The following is the recommended time allocated to homework.

- Prep - Year 2 (5 – 15 minutes per day).
- Year 3 (20 minutes per day).
- Year 4-5 (30 minutes per day).
- Year 6 (45 minutes per day).

It's recommended Senior School students devise a homework and study schedule that meets their individual needs as a learner. Students must consider many things when constructing a suitable schedule, including:

- What time of day are they most alert?
- When do they have other commitments?
- What kind of environment do they need for completing homework and studying?
- What homework and/or study might be required on the weekends?

Parents may wish to support their children to devise an individual homework and study schedule by accessing the information from the [→ University of Queensland](#).

Study is also enhanced through the use of evidence-based strategies such as retrieval practice and spaced practice. The University of Queensland [→ Learning Lab](#) provides information for students and parents regarding how to develop effective study habits.



House System

All students at St Paul's School are placed into one of five Houses.



Boek, Gladius, Mitre, Scudo, and Taja were established in 2016. The names reflect the cultural heritage of SPS and reference the school crest.

The five Houses run from Pre-Prep to Year 12 and form the foundation of a student's journey at SPS. Students compete under their House's flag in all-school events including:

- Inter-House competitions and events.
- Chapels and community service activities.
- Cross-age mentoring and leadership.
- Celebrations that strengthen friendships and connection.



How to Connect (Senior School)

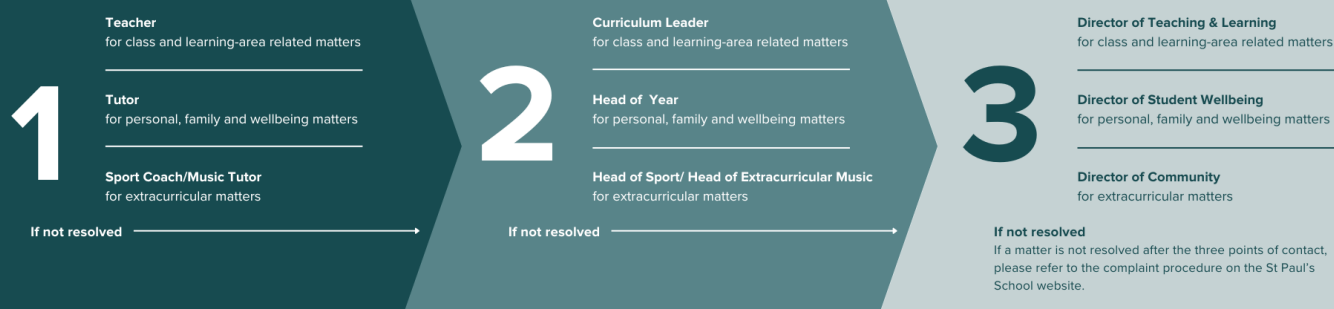
This quick reference guide outlines who to contact by email if you need to:

- share information about your child
- ask a question
- raise a concern

SPS staff will respond to your email within two business days.

Points of Contact

Start Here



Need assistance? If you are still unsure where to direct your query, we ask that you contact the teacher in the first instance. They will help guide you to the right point of contact.

We kindly remind all members of our school community to ensure that email communication remains respectful and aligns with the Parent Code of Conduct. Rude, disrespectful or threatening messages to staff will not be accepted.

International School

The International School offers a High School Preparation (HSP) Program for international students and offers study tours for groups. HSP enables international students from Non-English speaking backgrounds to become proficient in English so they can participate in regular mainstream classes.

Jewellery

The only visible jewellery permitted at SPS without special permission is a set of plain metal stud or sleeper earring for girls and a metal wristwatch and medical bracelet for both boys and girls.



Libraries

The Junior School Library is open Monday to Friday, 8:00am – 3:30pm. All Junior School classes enjoy a scheduled weekly Library lesson with a Teacher Librarian. The Library provides a wide range of resources, including an eLibrary, an extensive book collection, as well as games and puzzles to support learning and play.

The Innovation Precinct is home to the Senior Library and Study Centre, offering dynamic spaces for study, creativity, and connection. These facilities are open 7:30am – 4:30pm Monday to Thursday and 7:30am – 3:30pm Friday.

Within the Library section, the Explore and Connect Lounge (Years 7–12) is available during the same hours. The Connect Lounge features comfortable seating and a large floor area for reading, research, breakout sessions, and information literacy activities, while the Explore Lounge provides smaller group spaces ideal for collaboration. Both areas also offer access to the non fiction, graphic novel, and manga collections. Before and after school, and during breaks, students can relax, participate in activities, or join extra curricular groups.

The Possibility Hubs and Create spaces (Years 7–12, and Years 4–6 following induction) provide hands on opportunities for prototyping, problem solving, and creative thinking. These areas require supervision at all times to ensure safe and purposeful use.

For additional information visit the [→ SPS website](#).

Lockers

Students in Year 7-12 will be allocated a locker. All school and sports bags should be placed inside the locker and secured using a student supplied padlock.

Students are encouraged to visit their lockers before school, at morning tea, lunch, and after school.

Nothing is to be left on top of the lockers at the end of the school day.





Mobile Phones

Mobile phones and wearable devices must not be used between 8.35am and 3:10pm and during school activities. Between these times:

- Mobile phones are to be switched to silent and secured in lockers (Senior School) or given to classroom teachers (Junior School).
- Earbuds and headphones must not be worn on school grounds and may only be used in class under teacher direction.
- Notifications are to be switched off, on wearable devices.

Additional information is available in the Behaviour Framework → [SPS website](#).

Music

Students have many and varied opportunities to engage with musical experiences at SPS. The outstanding Extracurricular Music Program affords students the opportunity to engage in something that hones creativity, fosters self-discipline and commitment, builds friendships, and can lead to a sense of accomplishment and confidence.

Recognising that developing mastery and enjoyment of an instrument or one's voice (or both) takes time and commitment, SPS students can commence learning and performing with their chosen instrumental or vocal option from as young as Year 2 and follow a pathway through to graduation in Year 12.

Students who elect into instrumental or vocal lessons are also placed into an extracurricular program which enables them to continuously practice and perform with peers, as part of a progressive and developmental orchestra, band or choir. Led by experienced and highly qualified conductors, students attend two rehearsals a week, plus the opportunity to perform publicly on multiple occasions throughout the year.

There are also opportunities for students to learn from one of 16 one-on-one Instrumental Music Tutors, who are experts in their fields, and continue to be performing musicians in nationally and internationally renowned groups, including the Queensland Symphony Orchestra, the Deep Blue Orchestra, and one of Australia's best known and awarded jazz trios, Trichotomy.

More than 500 students study music at SPS.

Additional information is available on the → [SPS website](#).

OSHC

YMCA OSHC provides fun, stimulating and safe care before school, after school and during the holidays. The YMCA OSHC service is located on school grounds, with interesting and exciting activities on offer each day ranging from cooking, drama, arts and craft, music, sports, puzzles, reading and homework.

For additional information and details on enrolment visit the → [YMCA website](#).



Outdoor Education

The SPS Outdoor Education program encourages all students to thrive through opportunities beyond the classroom, grow in friendship with peers, and develop a respect and relationship with the outdoors.

The Outdoor Education program is an integral part of SPS's commitment to produce great women and men of good character with a strong environmental and moral compass. Every activity has been co-constructed with trusted camp providers to embed the SPS values of faith, growth, belonging and community.

All students are expected to participate in the Outdoor Education program. Permissions to attend are administered through Parent Orbit. Letters and information packs are provided for each event. Parents are responsible for updating medical, dietary, and ability to swim information in real-time.

YEAR	CAMP LOCATION	WHEN	FOCUS
Year 4	Noosa North Shore	Term 3	Developing confidence to learn outdoors, and away from home.
Year 5	Luther Heights Youth Camp	Term 3	Developing friendships and teams through challenge and activities.
Year 6	Emu Gully – Helidon Spa	Term 1	The ANZAC Legend and modern Australia.
Year 7	QCCC Mapleton	Term 1	Peer bonding, challenge through choice, First Nations.
Year 8	QCCC Mt Tamborine	Term 2	Team building, problem-solving, camping skills, First Nations.
Year 9	Emu Gully – Helidon Spa	Term 3	ANZAC values (WW1): mateship, resilience, courage.
Year 10	QCCC Cobb and Co, Gympie	Term 4	Rites of passage. The leadership journey.

Parents & Friends Committee

SPS is fortunate to have an active Parents & Friends Committee (P&FC) that works hard to promote and maintain understanding and cooperation throughout the SPS community and to enrich the educational and extracurricular experiences of students.

The P&FC also provides financial support for sporting and other interest groups within SPS.

If you would like to know more about the P&FC, please email pnfexecpresident@stpauls.qld.edu.au.



Parking and Drop-Off

Junior School parking

- The Junior School carpark is located off Attunga Street. Parents can park and accompany their children to and from the SPS campus.

Visitor parking

- Visitor parking is available in both the Upper and Lower carpark off Strathpine Road.

Student parking

Students who are licensed to drive may apply for permission to park at SPS in the Senior School carpark at the end of Attunga Street.

The application form must be collected, completed and delivered to Tooth Reception. If a student driver wishes to carry passengers, these details must be detailed on the form. Permission must also be obtained from the parents of the intended passengers.

Sports parking

The Sports carpark is at the end of Attunga Street.

Parking permits

If a parent would like to utilise a disabled parking space within the Staff carpark, an application form for a Restricted Parking Permit must be collected, completed and delivered to Tooth Reception. If approved, a Restricted Parking Permit sticker will be issued and must be displayed on the bottom left of the windscreen of your vehicle. Possible valid reasons could be:

- Access for parents or students with a disability.
- Dropping off or collecting a student carrying large musical instruments or equipment.

Junior School drop-off

The Junior School drop-off area near the entrance to the Junior School, off Attunga Street.

Senior School drop-off

The Senior School drop-off area is accessed via Strathpine Road.

Traffic congestion means it could take up to 20 minutes to drop-off or collect your child. Please allow enough time, as patience will improve child safety. Remember, normal traffic road rules and regulations apply in the streets and roads both adjacent to and within SPS.

The Parking and Traffic Policy is available on the [→ SPS website](#).



Photography/Videography Permissions

Throughout the school year, students may be photographed or filmed during various activities and events.

These images and recordings may be used in school publications, our website and social media channels, or in external media including newspapers and promotional materials that showcase SPS.

At time of enrolment, we kindly seek your permission to capture, use, and share your child's photograph and/or video for these purposes. Should you wish to withdraw consent please email [✉ enrolments@stpauls.qld.edu.au](mailto:enrolments@stpauls.qld.edu.au).

We respect and understand families' decision not to grant permission. However, please note opting out of photography and videography means your child will not be included in class photos, the Yearbook, or any other internal-facing school materials.

Privacy Policy

Following the introduction of Federal Legislation in December 2001, SPS implemented a Privacy Policy for students, parents, staff and service providers.

Additional information, including the Privacy Policy is available on the [→ SPS website](#).

Reception

There are two areas for parents and visitors to report:

- Tooth Reception when paying accounts, or when collecting students from the Health Centre.
- Junior School reception when collecting students from the Junior School.





Reporting

SPS is committed to providing comprehensive and transparent reporting on student progress throughout the academic year.

Junior School students receive an end-of-semester report that details their progress across all curriculum areas. This report provides valuable insights into the student's development and achievements in various subjects.

Senior School students receive an academic statement at the end of each semester. Progressive reporting, upcoming assessments, and completed assessments (including grades and comments) are also available through [→ Parent Lounge](#) and [→ Student Café](#).

School Fees and Payments

SPS is an Anglican Independent School with a vision to be a leader in educational thinking and practice. SPS charges fees to recover costs associated with providing educational opportunities to students and to generate sufficient surpluses to fund future developments. Timely payment of these fees is a condition of parents enrolling their children at SPS.

2026 Domestic Fees:

- Junior School - \$15,660 per annum.
- Senior School - \$19,830 per annum.
- Technology Levy (Years 7-12) - \$530.

2026 International Fees

- Junior School - \$29,415.
- Senior School - \$35,203.
- Technology Levy (Years 7-12) - \$530.

The fee includes Student Accident Insurance which applies while students are engaged in SPS activities.

Fees may be paid annually in advance, by term or by monthly/ fortnightly/weekly direct debit.

Fees paid for the full year in advance will attract a 3.5% discount. To qualify for the discount, payment must be made within one week of the commencement of Term 1. It is expected statements will be issued at least one week prior to the commencement of the term.

Payment of fees for future years is possible, subject to negotiation with SPS.

Parents electing to pay per term, must pay fees for the term by the first day of each term. It is expected statements will be issued at least one week prior to the commencement of the term.

Regular payments can be made monthly, fortnightly, or weekly by direct debit from a bank account or credit card. When paying by direct debit, the full year's fees must be included in the calculation, each term's fees should be cleared by the end of that term and all fees for the year must be fully cleared by 31 October annually.

Extracurricular charges, including music lessons and instrument hire, must be paid separately and cannot be included in direct debit arrangements.

For additional information, please refer to the [→ SPS website](#).



School Times

In the Junior School, classrooms open at 8.30am. Lessons begin at 8.35am, with the day finishing at 3:10pm.

In the Senior School, each school day begins at 8.35am, the final lesson of the day finishes at 3.10pm.

Sports practice, music practice and a range of extracurricular activities are held before and after school.

At the conclusion of the school day, all students should begin their journey home or move to their nominated pick-up location. Senior School students are permitted to remain on campus to study in the Innovation Precinct Possibility Hub until 4:30pm.

Any Junior School parents who is unable to collect their child at 3:10pm, should make appropriate arrangements with the OSHC service.

Severe Weather

In the event of a severe storm hitting SPS and affecting pick up times, the following plan will be implemented:

1. Students will remain in classrooms until the storm has passed, and it is deemed safe to leave SPS.
2. Parents will be sent an SMS advising them students will be unable to leave classrooms until it is deemed safe.
3. Once the storm is no longer deemed to be dangerous, students will be allowed to leave the classrooms and be collected by their parents or make their way to public transport.

Smoking and Vaping

SPS has a zero tolerance for students smoking or vaping.

Students discovered smoking, vaping, or in possessing cigarettes or vapes will face significant consequences.

Additional information is available in the Behaviour Framework → [SPS website](#).

Social Media

SPS expects students to uphold the ethos of the school in all social media interactions and electronic communications. Students should not bring SPS into disrepute, or harm the reputation of, or misrepresent any members of the SPS community.

Students must carefully consider and manage their digital footprint in a mature and responsible manner, with the knowledge material posted online may be accessed by parties external to SPS and may not be effectively or permanently deleted. Students to choose to post inappropriate, provocative, sexual, or illegal content, damage their own and SPS's reputation.

Additional information, including the Social Media Policy is available on the → [SPS website](#).



Sport

Sport and a holistic education are deeply interconnected, playing a crucial role in the shaping of well-rounded students who can develop into young men and women of character, integrity and faith.

SPS's Sporting Program encourages students to become their most authentic and flourishing version of themselves and complements the academic learning they complete at school. They are challenged with opportunities that develop their perseverance, resilience, discipline, teamwork and collaboration capabilities, leadership skills and empathy, important traits for lifelong learning and growth.

The Sporting Program is underpinned by five values that matter far more than wins or losses, and ensures all students show respect for their teammates, opposition, coaches, managers, umpires and themselves.



Sportsmanship



Discipline



Growth



Accountability



Excellence

Students who demonstrate these core values ensure they are representing themselves and the SPS in the best way possible.

TAS Sport

SPS participates in The Associated Schools (TAS) Competition. Established nearly 70 years ago, TAS and has been a foundation for inter-school sporting competitions, and includes:

St Paul's School

St John's Anglican College

Canterbury College

John Paul College

Cannon Hill Anglican College

St Columban's Catholic College

West Moreton Anglican College

Ormiston College





Senior School students compete in a Saturday morning interschool competition, including:



Basketball
(Girls & Boys)



Cricket
(Boys)



Netball
(Girls)



Volleyball
(Girls & Boys)



Cross Country
(Girls & Boys –
trimester carnival
sport)



Swimming
(Girls & Boys –
trimester carnival
sport)



Football
(Girls & Boys)



Rugby Union
(Boys)



Tennis
(Girls & Boys)



Athletics
(Girls & Boys –
trimester carnival
sport)



Touch Football
(Girls)



Hockey
(Girls)

Junior School students compete in a Saturday morning interschool competition (JTAS).

2026 Schedule

Secondary TAS Sporting Program

Term 1

Girls: Basketball, Tennis, Football (Soccer)

Boys: Cricket, Volleyball

Girls & Boys: Swimming

Term 2

Girls: Hockey, Netball

Boys: Rugby, Tennis

Girls & Boys: Cross Country

Term 3

Girls: Volleyball, Touch Football

Boys: Football (Soccer), Basketball

Girls & Boys: Athletics

Junior TAS Sporting Program

Term 1

Girls & Boys: Hockey, Cricket
& Swimming

Term 2

Girls & Boys: Netball, Rugby Union
& Cross Country

Term 3

Girls & Boys: Athletics, Basketball
& Football (Soccer)

Term 4

Girls & Boys: Touch Football & Tennis

Additional information, including the Extracurricular Handbook is available on the
→ [SPS website](#).



Student Care and Wellbeing

At SPS, the care and wellbeing of every student is at the heart of everything we do. SPS is committed to nurturing young people who are known, valued, and supported to thrive academically, socially, emotionally, and spiritually.

A Holistic Approach to Student Wellbeing

Wellbeing at SPS is not a single program, it is a culture. Every staff member plays a role in supporting students, helping them to develop the skills and character needed to flourish in a complex and ever-changing world.

SPS combines academic guidance, mentoring, and spiritual growth to create an environment where every young person is empowered to reach their potential.

The wellbeing curriculum provides a clear, sequenced program that promotes self-awareness, emotional intelligence, and positive relationships. Tutor sessions, workshops, and year-level activities allow students to learn practical skills, including managing stress, building friendships, and setting meaningful goals.

The Tutor System

The Tutor System is the cornerstone of pastoral care in the Senior School. Each student belongs to a tutor group within one of SPS's Houses, providing daily connection and long-term relationships that support both personal and academic growth.

For 20 minutes each day, 18-20 students across different year groups meet, to help facilitate mentoring and leadership opportunities for students. Each tutor group has a teacher.

Year-Level Programs

Students participate in year-level programs that provide age-appropriate pastoral care and wellbeing learning. These sessions allow students to explore topics relevant to their stage of development, including:

- Digital citizenship and online safety.
- Healthy relationships and respectful communication.
- Study habits and time management.
- Emotional regulation and resilience.
- Personal leadership and goal setting.

These programs help students build confidence and self-awareness.

Leadership and Guidance

Each year level is supported by a Head of Year, who oversees student wellbeing, learning engagement, and personal development. Heads of Year work closely with tutors, teachers, and parents to ensure every student is guided and supported throughout their school journey.

Chaplains, learning support staff, and counsellors also collaborate to provide wraparound care that is proactive, inclusive, and responsive to student need.



Student ID

Student ID cards are distributed once school photos have been taken and handed out to students during tutor.

ID cards serve multiple purposes, including access to printing services and to purchase food at the Tuckshop. Students are encouraged to keep their ID cards with them while on campus.

Student Protection

SPS is deeply committed to providing a positive and secure environment for every student.

SPS takes great pride in maintaining a child safe environment where students feel valued, respected, and supported. Dedicated staff are trained to promote positive relationships, foster a sense of belonging, and encourage open communication.

Robust policies and procedures are in place to prevent and address any concerns related to child safety, including thorough screening and training processes for all staff and volunteers. SPS actively promotes awareness and education regarding child protection within the school community.

Should any student or parent have a concern or require assistance, SPS's Child Safety Advocates, along with Principal, John O'Sullivan Willaims, are here to listen, support, and take appropriate action when needed.

Additional information, including multiple student protection policies, procedures and guidelines are available on the [→ SPS website](#).

Sun Protection

Students are required to wear a wide brimmed school uniform hat or school sports hat at all times when outdoors, including walking to and from class. Exceptions include some sporting activities, including swimming.

- Sunscreen is available for student and staff use at the Walker Centre.
- Students are encouraged to wear protective swimming apparel when in the swimming pool, and when engaged in activities in the pool enclosure.

Additional information, including the Sunsafte Policy is available on the [→ SPS website](#).



Term Dates 2026

Term 1	Term 2	Term 3	Term 4
Tuesday, 27 January – Friday, 3 April.	Tuesday, 22 April – Friday, 19 June.	Monday, 14 July – Friday, 18 September.	Monday, 6 October – Friday, 27 November.

Transport to and from SPS

Bus

Bus services are operated by:

- Brisbane Bus Lines Ph. 3354 3633
- Brisbane City Council Transinfo Ph. 13 12 30
- Hornibrook Bus Lines Ph. 3284 1622
- Thompson Bus Service Ph. 3882 1200

Parents are advised to contact their respective bus company before the commencement of the school year to establish stops (pick up/set down) and weekly fares.

It is the responsibility of parents to ensure arrangements are made for the safe transport of their children to and from SPS.

Train

The closest train station to SPS is Bald Hills station, approximately 1.1 kilometres from the school.

Train travel for very young children is only a safe option if they are in the care of an older sibling.

Bike and walk

Students riding bicycles to SPS should exercise care and must wear a helmet. Students coming from the south, should dismount, and cross Strathpine Road at a marked pedestrian crossing.

The volume of traffic on Strathpine Road is very high. Students are required to exercise both common sense and caution when travelling to and from SPS. Pedestrians are to cross Strathpine Road only at the sets of traffic lights, which have an appropriate pedestrian signal.



Tuckshop

The Tuckshop is operated for the benefit of students and staff. Students may access the Tuckshop before school from 7.00am for breakfast items, and during morning tea and lunch breaks. Students cannot access the Tuckshop at any other time.

Payment can be made via cash, credit/debit card or via a student ID with funds supplied via [→ Flexischools](#).

The Tuckshop menu is available via the Flexischools app. Food can also be pre-ordered.

Search Flexischools in the App Store to get started.

Junior School students use the Bag System for placing lunch orders with their class teachers at the beginning of the school day. No Junior School students (other than monitors) may visit the Tuckshop during morning tea or lunch unless they have a note from their teacher.

The Tuckshop is not available for Pre-Prep students.

Uniforms

All students are required to wear the correct uniform at all times. The manner in which the SPS uniform is worn should reflect the values of personal dignity, respect for others, and identification with the school community.

Parents should ensure their child's name is marked on the tags of each item of clothing to ensure it can easily be returned to its owner should it be misplaced.

Additional information, including the Uniform Policy is available on the [→ SPS website](#).

SPS uniforms can only be purchased from the SPS Uniform Shop. The SPS Uniform Shop is open 8am-4pm on school days. Extended trading hours are available at beginning of each school year.

The SPS Uniform Shop can be contacted at [✉ retail@stpauls.qld.edu.au](mailto:retail@stpauls.qld.edu.au).



St Paul's School Retail Shop

Monday to Friday 8am to 4pm

Uniform Price List | Pre Prep – Year 3

Pre Prep

Pre Prep Polo Shirt	\$30.00
Green Shorts	\$30.00
Jnr Green Hat	\$38.00
Green Socks	\$10.00
Pre Prep Track Top	\$45.00
Track Pants	\$35.00
Pre Prep Sheet Set	\$46.50
Back Pack - Junior	\$70.00
Trolley Bag	\$150.00
Library Bag	\$15.00

Years 1 – 3

Junior Polo Shirt	\$30.00
House Polo	\$33.00
Green Shorts	\$30.00
Jnr Green Hat	\$38.00
Green Socks	\$10.00
Junior Track Top	\$45.00
Track Pants	\$35.00
Chair Bag	\$15.00
Junior Library Bag	\$15.00
Art Smock	\$25.00
Back Pack Junior	\$70.00
Trolley Bag	\$150.00

Prep

Prep Polo Shirt	\$30.00
House Polo	\$33.00
Green Shorts	\$30.00
Jnr Green Hat	\$38.00
Green Socks	\$10.00
Prep Track Top	\$45.00
Track Pants	\$35.00
Library Bag	\$15.00
Chair Bag	\$15.00
Art Smock	\$25.00
Back Pack Junior	\$70.00
Trolley Bag	\$150.00

Prep – Year 3

Swimming

Sun Shirt	\$50-\$52
Girls Swimmers	\$30-\$48
Boys Swimmers	\$38-\$49
Swim Cap Lycra	\$10.00
Swim Cap Silicone	\$15.00
Duffle Bag (Swimming)	\$16.00
House Shirt	\$33.00

St Paul's School Retail Shop

Monday to Friday 8am to 4pm



Uniform Price List | Years 4 – 12

Years 4 – 12 | Boys

Boys Shirts	\$38-\$40
Grey Shorts	\$40-\$45
Boys Tie	\$20.00
Grey Knee-High Socks	\$10.00
Leather Belt	\$22.00
Grey Formal Trousers	\$45-\$60
(Years 7-12)	
Senior Boys Tie	\$25.00
(Year 12)	

Years 4 – 12 | Boys & Girls

Green Pullover	\$67.00
PE Shorts	\$31.00
PE White Socks	\$12.00
Track Pants	\$50.00
Red Hoodie / Hoodieroo	\$65.00
Red Sports Cap	\$20.00
House Shirt	\$33-\$35
Back Pack Jr/M/L	\$70-\$90
Trolley Bag	\$150.00
Small Sports Bag	\$30.00
Large Sports Bag	\$65.00
Boys Music Shirt	\$55.00
Girls Music Blouse	\$55.00
Sun Shirt	\$50-\$58
Boys Swimmers	\$38-\$55
Girls Swimmers	\$48-\$65
Swim Cap Silicone	\$15.00
Swim Cap Lycra	\$10.00

Years 4 – 12 | Girls

Day Dress	\$65-\$70
Girl's Green Tie	\$10.00
White Ankle Socks (2pk)	\$12.50

Years 7 – 12 | Girls

Girls Formal Blouse	\$45.00
Grey Formal Skirt	\$60.00
Panti-Hose	\$10.00
Grey Pants	\$60.00
Senior Girls Tie	\$25.00

Years 4 – 6 | Boys & Girls

Junior House Shirt	\$33-\$35
Green M/P Shirt	\$32.00
Green Junior Hat	\$38.00
Chair Bag	\$15.00
Library Bag	\$15.00

Years 7 – 12 | Boys & Girls

Blazer	\$240.00
White M/P Shirt	\$48.50
Formal Hat	\$70.00
Green House Cap	\$20.00
School Badge	\$8.00
House Badge	\$6.00

Please Note: All prices are subject to change



Valuables

While all reasonable care is taken by SPS to provide security for personal items, the extensive grounds and expansive campus make it impossible to guarantee security of property. Students are strongly advised not to bring valuable personal items to school.

Should this be unavoidable, Senior School students can place valuables inside their locker and secured using a student supplied padlock.

Students are advised not to leave bags out in the grounds, but to place them in racks outside classrooms where security is enhanced.

Should theft or loss occur, students should inform their classroom teacher or Head of Year.

Volunteers

Parents can support SPS in many different ways, including:

- Parent liaison person for each class.
- Reading support (Prep - Year 4).
- Maths groups.
- Arts and craft activities.
- Cooking activities.
- Science experiments.
- Camps and excursions.
- Library volunteer.
- Special days, fairs, and fundraisers volunteer.
- **Tuckshop volunteer.**

Parents with special skills or interest in sports can:

- Assist with coaching.
- Offer to umpire or referee games if qualified.

If you would like to help in the Junior School, please contact your child's class teacher.

Withdrawal of Students

One term's notice in writing is required in the event of a student's withdrawal. For example, if a student is not returning in Term 1, then SPS must be advised in writing before the commencement of Term 4 in the preceding year.

Correspondence should be addressed to the Principal [✉ principal@stpauls.qld.edu.au](mailto:principal@stpauls.qld.edu.au).

In the absence of such notice, one additional term's tuition fee will be charged in lieu of notice. This provision will not apply if the Principal is advised within 14 days of notification of a prospective fee increase. Calculation of the grace period will commence from the date of notice of the fee increase.





SPS
An Anglican School

34 Strathpine Road, Bald Hills, Qld, 4036, Australia

Ph: +61 7 3261 1388

Email: enquiries@stpauls.qld.edu.au

www.stpauls.qld.edu.au/



An Anglican co-educational school from Pre-Prep to Year 12.
The Corporation of the Synod of the Diocese of Brisbane Trading as St Paul's School. CRICOS: 00515F