



# St. John's Lutheran School



## SCHOOL INFORMATION 2017

*Valuing*

Faith, Friendship & Family

*and Focussing on*

Relationships, Responsibility & Results

## SCHOOL OFFICE HOURS

Monday to Friday 8:00am – 3:30pm

## CONTACT DETAILS

**Street Address:-** 84 – 94 Ivy Street, Kingaroy Qld 4610

**Postal Address:-** P O Box 506, Kingaroy Qld 4610

**Email:-** [office@sjls.qld.edu.au](mailto:office@sjls.qld.edu.au)

Principal - Helen Folker:- [hfol@sjls.qld.edu.au](mailto:hfol@sjls.qld.edu.au)

Assistant to Principal / Relationship Management -

Jon Kotzur:- [jkot@sjls.qld.edu.au](mailto:jkot@sjls.qld.edu.au)

Assistant to Principal / Junior Secondary School Co-ordinator -

Karyn Bjelke-Petersen:- [kbje@sjls.qld.edu.au](mailto:kbje@sjls.qld.edu.au)

**Website:-** [www.sjls.qld.edu.au](http://www.sjls.qld.edu.au)

**Facebook:-** <https://www.facebook.com/pages/St-Johns-Lutheran-School/>

**Telephone:-** (07) 4162 3988

**Fax:-** (07) 4162 4255

**Tuckshop:-** 0403 671 909

**School Community Co-ordinator:-** Sarah McAdam - [smca@sjls.qld.edu.au](mailto:smca@sjls.qld.edu.au)

**P & F Email:-** [sjlspf@gmail.com](mailto:sjlspf@gmail.com)

## MISSION STATEMENT

Our school community is committed to providing quality education that endeavours to prepare children for the future in a caring, supportive Christian environment.

## LOGO

***The School Logo highlights that*** - St. John's Lutheran School is a strong and confident Spirit-created community where Christ and His cross is central to its philosophy of life and learning and where God's message of love is made open and available to all involved in this community.

The title "**St. John's**" reminds both the School and the Congregation that they are united as one in the commitment to and support of this ministry of communicating God's love in Jesus Christ to us all.



- **CROSS** The cross is central to Christian Faith. It represents God's love for us in Jesus Christ. It leans to represent a faithfulness to the Great Commission –a Church community on the move (in, with and for the wider Community).
- **DOVE** The dove represents the presence of God's Spirit creating, leading, teaching and empowering this community of faith.
- **OPEN BIBLE** The open Bible represents the source and focus of our inspiration and wisdom/learning.
- **PEOPLE** The people represent male and female, young and old making up this close community of faith. Children, staff and parents/friends help to form this community, all working together.
- **CIRCULAR SHAPE** The circular shape represents our unity and sense of community bound and held together in God's love.

## **AN INTRODUCTION TO PARENTS**

St. John's Lutheran School offers much more than the pursuit of academic excellence in aesthetically pleasing surroundings, or firm discipline, for its students. We are an intentional Christian faith community. We value 'Faith, Friendships and Family while focussing on Relationships, Responsibility and Results'.

We are serious in our proclamation of the Good News message about Jesus. We are here to assist parents in leading the children in our care through the process of faith formation. We believe that a grounding in the fundamentals of the Christian faith lays the foundation for our children to have the opportunity to enter the world of work with a set of values that are 'time proven'.

As a Christ-focussed school community, we regard having the right relationships with each other and our Lord as being fundamentally important. We have a Christian Studies curriculum and daily spiritual activities, involving both whole school and individual class daily devotions.

Another special feature of our school is its sense of community. The children have the opportunity to get to know each other closely, and to learn to care for each other. The community life that we aim to foster is one of helping each other, and of co-operation as part of a team. St John's highly values close parent/teacher relationships. It is our belief that together as a team each of us can achieve more.

The St. John's Congregation established our school because of the importance it places on caring for families and children. Members have a strong desire to provide a Christian education for their children, and for those within the wider community. The school is maintained through the combined efforts of the parents and Federal and State Government grants.

We hope and pray that your time with us at St. John's is a fulfilling and enriching experience.

## **ANNUAL PARENTAL UNDERTAKING REMINDER**

As part of the enrolment procedure, you as parents or guardians, have been made aware of the nature of the school and its aims, and sign a Statement of Support at your child's enrolment interview indicating the following:

1. We will in every way possible seek to support the school in its policies, philosophy, aims and objectives, particularly as they apply to our child/ren,
2. We are seeking a Lutheran education for our child/ren, as such, undertake to support willingly and freely the Lutheran ethos, Christian education, values and other stated purposes of St John's Lutheran School.
3. We also understand that whilst our child/ren is/are enrolled at the school, he/she is expected to take part in, and support, St John's activities in line with the Lutheran ethos and stated purpose of our school, and to respect these principles and practices of St John's Lutheran School, and we understand that failure to do so could lead to cancellation of enrolment.
4. We will assist and support the teachers in matters of school discipline, behaviour, and the accepted general regulations pertaining to the school life and its programs, including rules regarding the wearing of the school uniform.
5. We will endeavour to support the school and its teachers by taking an active interest in the daily work of our child, being involved in school activities, and at all times seeking to promote the aims and welfare of the school.
6. We will pay the agreed fees as and when they are due.

# ATTENDANCE

It is important that students be regular in their attendance so as to gain maximum benefit from their time as a student at St. John's.

## ARRIVAL TIME

- Students are expected to arrive at school between 8:30am and 8:40am, in time for school commencement at 8:45am.
- Junior Secondary students wishing to access study time from 8:00am on designated mornings may proceed directly to the study classroom.

## EARLY ARRIVAL

- Students will not be supervised in the school grounds prior to 8:15am, which is the official time for the commencement of yard supervision.
- Prep – Year 6 students arriving prior to 8:30am will be expected to wait in the undercover area at the hall.
- Parents should explain to students the need to sit quietly before 8:30am.
- Students arriving at school before 8:15am must have the form in your back to school pack, 'Parents Consent for Pupils – Family Permissions - Arriving at School Early' signed. If you have not completed the consent form at the start of the year, please check with the office staff to adjust.

## DEPARTURE TIME

- School finishes at 2:55pm. All students are dismissed at 2:55pm including bus students.
- Students not remaining for extra-curricular activities are expected to leave the grounds by 3:15pm.
- NO YARD SUPERVISION IS AVAILABLE AFTER THIS TIME.

## COLLECTION OF CHILDREN

- Parents or authorised persons are not allowed to collect children during school hours until they have signed the student out at the office. Children are not to be collected by persons unknown to the school, unless prior notification has been provided to the school by parents/guardians in person or writing.
- The school must be notified if there are any changes to regular collection methods, otherwise staff will ensure that children continue with normal arrangements.

## LATE ARRIVAL OR LEAVING THE SCHOOL GROUNDS

Students are to remain on the school grounds throughout the school day unless accompanied by a teacher or parent/guardian.

- **Arriving Late** - If children arrive after 8:45am, it is necessary for them to go to the office to advise office staff of their arrival at school, enabling rolls to be updated.
- **Leaving Early/Appointments** - If children are leaving for an appointment, parents should collect their child from the school office, where they are required to advise office staff of their departure from school.
- **Returning from Appointment** - When children return from appointments, it is necessary to advise office staff of their arrival back at school.

## ABSENCES

**Any** absence from school requires the family to notify the school on the morning of the absence. With our electronic roll marking and attendance system, all variations to attendance or absences **must be reported either in person, in writing, by phone, via the school app or by email to the school office**, in addition to contacting the teacher. If children are not present at school when the roll is marked by 9:00am, the school is required under Workplace Health and Safety Legislation to contact the parents regarding their absence. If parents are not contactable, the police will be notified that the child has not arrived at school.

It is inadvisable to remove children during the start of any term, as new work is often introduced at this time. Teachers cannot be expected to provide individual programs for children who are away on holidays – a teacher's first responsibility is to those children in class. The responsibility for making up work missed through absences lies with the child and his/her parents. Please negotiate this with the teachers.

Parents should notify the school if their child is absent for any reason including:-

- **illness**
- **Anticipated absence** - Requests for absence including medical and family appointments, music or dance examinations and the like are to be submitted to the office and the teacher.
- **Absences for more than 10 days (e.g due to extended holidays)** – These need to be formally requested via a Letter to the Principal, as per the Non-State Schools Accreditation Board Regulations. Please contact the school office for more information.

## APP

Our school has an “app” which can be downloaded onto your Apple or Android devices. To access this free app, search for St John’s Lutheran School Kingaroy. The app can be used to access newsletters, class notes, and other school contacts and information. There is also a button which can be used to report your child’s absence.

## ASSEMBLY AND JUNIOR & SECONDARY SCHOOL DEVOTION

*Junior School Devotion* (Prep – 6) Monday at 8:55am

*Secondary School Devotion* (Year 7- Year 9) Tuesday at 8:45am

*School Devotion* will be held on two different mornings for junior and secondary students. Parents are invited to share this time with our students and staff, and also enjoy a tea or coffee before and after. It is a great time to catch up with other parents.

*Assembly* for Prep – Year 6 is held every Friday afternoon at 2:30pm in the Hall. Parents are also invited to attend this assembly for school notices, birthday certificates, and Student of the Week presentations.

## BRIDGE AWARD – *Duke of Edinburgh Award for 11½ - 14 years old*

The Bridge Award is a youth development program designed to give your child the chance to challenge themselves, and be rewarded for their achievements. If your child is aged between 11½ and 14 years of age, they are eligible to participate in this first stage of the Duke of Edinburgh Award program. The contact person is Greame Moseling:- email at [gmos@sjls.qld.edu.au](mailto:gmos@sjls.qld.edu.au)

## BUS & DAYCARE BUS ZONE

Bus students are supervised both morning and afternoon. Students leaving our grounds by bus in the afternoon are marked off on a daily roll. The bus zone is located on the school grounds beside Adermann Park. Students going to daycare centers also catch their buses at the bus zone. Daycare bus students assemble under the shade structure.

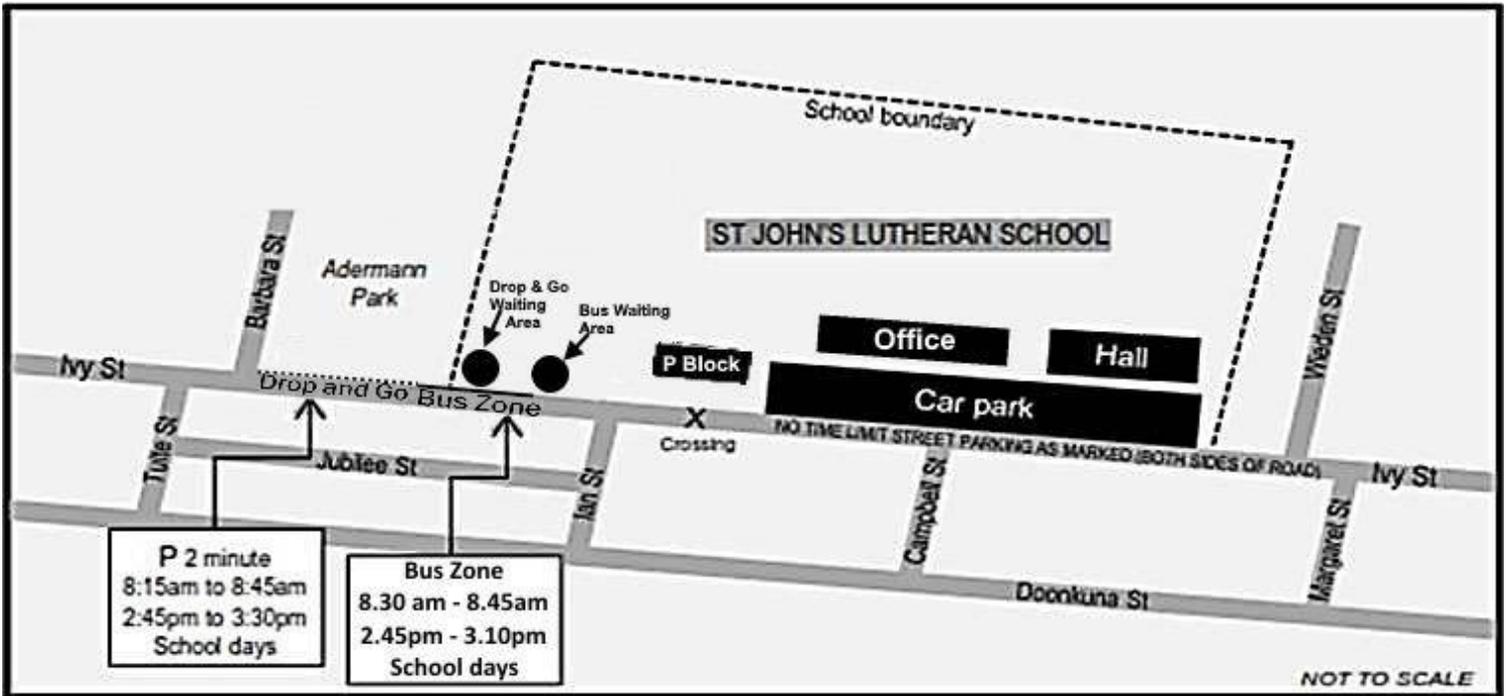
## CAMPS

Camps are an important part of the school program. Camps for 2017 are:-

Year 3 - Duckadang	15 – 17 November
Year 4 - Currimundi	31 <sup>st</sup> May – 2 <sup>nd</sup> June
Year 5 - Mapleton	18 <sup>th</sup> – 20 <sup>th</sup> October
Year 6 - Canberra	29 <sup>th</sup> Oct – 2 <sup>rd</sup> November
Year 7 - Emu Gully	13 <sup>th</sup> – 14 <sup>th</sup> February
Year 8 - Coolum	24 <sup>th</sup> – 26 <sup>th</sup> May
Year 9 - Brisbane	Week 1 term 3 TBC



## CARPARK - DROP & GO



The Drop & Go Zone is behind the Bus Zone beside Adermann Park. Please note this is not a parking area. This area eases traffic congestion in front of the school. Please read the signs carefully (as shown in the map).

- Parents are permitted to use the entire Drop Area before 8.30am and after 3.10pm provided the buses have departed (buses usually arrive after 8.30am and leave by 3.05pm).
- Children must exit vehicles on the footpath side of the vehicle only.
- Parents should not need to exit their vehicles except to secure seatbelts.
- A list of Drop & Go students will be compiled during the morning roll call.
- In the afternoons, Drop & Go students will go directly to the far gate waiting area. Students must await their parents' arrival and then proceed to their car.
- Supervision finishes in this area at 3:15pm, as, by this time, the carpark is less congested, and parents may then enter the carpark and collect students from the waiting area.
- To keep the drop and go traffic flowing, please move your car forward as other cars leave.

## CHANGE OF ADDRESS & PHONE NUMBER

If at any time you change your address, home or contact phone numbers, please notify the office of the change as soon as possible.

## CHAPLAINCY INFO

St John's school utilises the Australian Government initiative for running a voluntary Chaplaincy program. Chaplaincy activities may include such things as lunch time activities, youth group, mentoring time, and pastoral care sessions. Permission forms for participating in the Chaplaincy program are included in your "Back to School" package.

## **CHEQUES**

Please make any cheques payable to “St. John’s Lutheran School” unless requested to do otherwise. (Please make any L.L.L. banking cheques payable to L.L.L.)

## **CHILD PROTECTION**

- As a school community, we recognize the need for Child Protection, and staff complete training and follow procedures according to QLD legislation.
- Staff also complete a “Valuing Safe Communities” workshop.
- All adults on campus are required to conduct themselves according to the Code of Ethics spelled out in the Valuing Safe Communities.
- Parents attending camps are also required to participate in a “Valuing Safe Communities” workshop.

## **CLASSROOM HELP**

We appreciate parents helping in our school community when they are available. There are different avenues which offer these opportunities, such as tuckshop, class help or involvement in the P & F.

Many of our classroom teachers have indicated they may require parent help in the classrooms for reading, Maths, sport, art/craft, etc. If you would like to be a parent helper, please fill out the form enclosed, indicating any areas where you would be able to help, or contact your child’s teacher as soon as possible on or after the first day of Term 1. The teacher will have a timetable/roster in the classroom. Please contact the teacher if you have any questions or wish to change any rosters.

A reminder to all parents to please sign in at the office before proceeding to classrooms or tuckshop as a helper.

As teachers, we are very aware of the legal implications of school and classroom life. As a Parent Helper, your maintenance of confidentiality is important. No matter what opinion you may have about a child’s ability or behaviour, it is not appropriate to discuss this with anyone except the class teacher.

## **CROSSING SUPERVISOR**

The Transport Department has appointed a crossing supervisor to assist children in crossing Ivy Street safely. This also enables parents to park across the road in Ian and Campbell Streets at pick up and drop off times.

## **CONVEYANCE ALLOWANCE**

Financial assistance for transport to school via bus is available for students who live outside of Kingaroy, or for students who travel by car if your child has special learning needs. A summary of these circumstances is available from the Registrar in the office.

# COMMUNICATIONS

In most instances, any communication between parents and the school relates to their own particular children. Occasionally, parents may be concerned about incidents that also involve other children in their child's class. In all such instances, parents should speak with, or send a note to, the relevant class teacher. Parents are encouraged to confer with teachers and arrange a mutually convenient time to meet to discuss such matters.

From time to time, misunderstandings occur or events happen which need to be sorted out. These situations are best handled when a suitable time can be arranged to speak with the teacher when they are free from classroom duties and away from students, to discuss the problem.

At these times, we ask everyone in our community to show respect, care and concern for each other as we work together to teach our children. A caring Christian community is something that has to be worked on by all members of that community - teachers, parents and students.

On occasions, parents and others connected with the school may wish to offer suggestions or raise concerns about the organisation of the school or school policy. On such occasions, please contact the Principal or the School Committee Chairperson.

Administrative staff to whom you are able to direct your queries are:-

*Helen Folker* - Principal - has the responsibility for the day-to-day running of the school and will refer matters to the School Committee to whom she is responsible. Please feel free to contact the Principal if you wish to share your ideas about our school to assist our community.

*Jon Kotzur* - Assistant to the Principal - will be responsible for all relationship management from Prep – 9.

*Karyn Bjelke-Petersen* - Assistant to the Principal and Junior Secondary Co-ordinator - is responsible for the administration of the Junior Secondary School. Please contact her initially if you have any queries regarding Year 7, 8 and 9.

## **Parent – Teacher Contact**

Early in Term 1, there will be two INFORMATION EVENINGS Prep – Year 4 & Year 5 – Year 9.

Families meet in the school hall for a general information session, followed by year level sessions conducted by each class teacher. These sessions are **not** intended for discussion about the progress of individual students.

A compulsory parent/teacher interview will be held at the end of Term 1, while an optional interview may be held at the end of Term 2. At the end of each semester, written progress reports are sent home. Parents or teachers may initiate individual interviews as necessary during the year.

The school communicates with families through weekly newsletters and classroom notes, along with postings on our website, Facebook and school app. Your child's teacher may also contact you via phone or email. Many teachers prefer email contact initially, and they will notify you of their email address early in Term 1.

The school office may use SMS text messages to the main caregiver if your child is absent, or for class group notifications, for example, advising of time of return to school after camps or excursion.

**Parents wishing to telephone teachers at school should limit their calls to the following times:**

**10:50 - 11:10**

**12:50 - 1:10**

**3:00 - 3:30**

**If you wish to telephone a teacher at other times, or if a teacher is on playground duty, a message will be taken and you will receive a return call as soon as possible.**

# FEES - SCHEDULE OF SCHOOL FEES & CHARGES - 2017

St. John's School fees include all exercise books, biros, rubbers, pencils, pencil grips and colouring pencils. Only set textbooks need to be purchased. Should you have any further queries regarding the fees or the fee process, please contact our Registrar or Business Manager.

FEE CATEGORY	Prep, Primary and Junior Secondary					
	1 <sup>st</sup> Child		2 <sup>nd</sup> Child		3 <sup>rd</sup> Child	4 <sup>th</sup> Child
	Prep - 6	7 - 9	Prep - 6	7 - 9		
Tuition Fees per term	568.75	975.00	337.50	581.25	306.25	225.00
per year	2275.00	3900.00	1350.00	2325.00	1225.00	900.00

Charges And Levies (per child per term)						
Activity Levy	32.50	50.00	32.50	50.00	32.50	32.50
Building Fund (Voluntary & Tax Deductible)	25.00	25.00	25.00	25.00	25.00	25.00

Charges And Levies (per family per term)						
P & F Levy	25.00					
Maintenance Levy or Roster	30.00					
Cleaning Levy or Roster	30.00					
Year Book (Optional Term 3 only)	20.00					

Technology Levies & Payment Plan Years 7, 8 & 9						
Jacaranda e-text books & apps per year (Term 1 fees only)	120.00					
Chromebook, Google Registration & Setup (per term 1 or 2 years)	82.50 41.25					

## What do the Tuition Fees Include?

Tuition fees along with government funding help to support the ongoing day to day running expenses of the school. Extra-curricular activities (i.e. camps and elective programs such as instrumental music lessons, out-of-town excursions, and school photos) will be charged additionally.

## Discount

5% Discount on tuition fees is given if annual fees are paid in full by 31<sup>st</sup> March each year.

## Sibling Discount

Families who have more than one child at St John's receive a sibling discount. This discount applies to tuition fees.

## Levies

### Activity Levy:-

An activity fee is charged per child per term to cover such things as swimming fees, Arts Council performances, and excursions around town, including entrance fees & bus fare.

### Cleaning & Maintenance Levy / Roster -

Participating in the roster or paying the levies is separate from any other activities that parents may volunteer to do. We offer parents the options of doing either:- One Cleaning & pay maintenance; or 2 x cleaning turns per term no levy charged; or no cleaning roster and paying both levies.

### P & F Levy -

This levy is collected on behalf of the St John's P & F Association and provides resources to benefit the children.

### Year Book -

Each year a professionally published full-colour year book is produced. One copy per family is charged on Term 3 fees.

### Jacaranda e-textbooks & Apps -

In Years 7, 8 & 9, this levy is charged once at the start of the year to cover the cost of the e-textbooks and school approved bulk-purchased students apps which replace textbooks.

## Text Book and Resource Allowance Scheme - (Years 7 - 9)

The Textbook and Resource Allowance Scheme is designed to assist parents to offset the cost of textbooks and other learning materials associated with education. Parents do not apply for this grant, the school claims this on behalf of students and payment comes directly to the school, where it is credited to your fees in Term 2. (In 2016 - \$121.00)

## Building Fund Donation (Capital Contribution)

Parents are invited to make a voluntary contribution to our School Building Fund. The suggested amount is \$100.00 per annum (\$25 per term) per child. This is to assist in the finance of our school's planned building program and in meeting the school's loan repayment commitments.

**ALL CONTRIBUTIONS TO THE BUILDING FUND ARE TAX DEDUCTIBLE**

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## FEE PAYMENT OPTIONS

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**Payment Options:-** Fees can paid (weekly, fortnightly, monthly, per term or yearly) by:-

- Cash                      EFTPOS / VISA / Mastercard (by phone or in person)                      Cheque  
Direct Debit - from your nominated bank account                      Centrepay

Bank Account details:- Westpac BSB 034 625 Account No. 870 618  
(Please notify the Registrar or Business Manager if you wish to commence direct debits.)

Regular payments can be made weekly, fortnightly or on a monthly basis help to spread the cost of your fees over the year.

**Payment Dates:-** School fees and levies are mailed out to each family at the start of each term. The published School Policy is that all fees are payable in advance. In line with this Policy, fees for each term will be due on or before the following dates in 2017:

	<i>TERM 1</i>	<i>TERM 2</i>	<i>TERM 3</i>	<i>TERM 4</i>
<i>Date Invoice Sent Out:</i>	17/2/2017	5/5/2017	28/7/2017	20/10/2017
<i>Date Payment Due:</i>	3/3/2017	19/5/2017	11/8/2017	3/11/2017

**Arrangements:-** Where arrangements are made to pay fees by instalments, the first instalment must be paid by the due date and the full term's fees must be settled before the last day of term. The Principal or Business Manager should be approached, before the *Payment Due Date*, in situations of additional financial hardship.

**Centrepay:-** If you would like your School Fees and other charges to be paid directly from your Centrelink payment, please collect a Centrepay form from the school Business Manager. This arrangement is at no cost to families, and school fees can then be spread over 26 fortnights.

**Difficulty Paying? :-** It is important to contact the school if you are unable to pay your fees by the due date. It has always been our policy to assist parents who maybe experiencing any difficulties in meeting fee payments. By contacting the school as early as possible, this allows us to come to an arrangement before circumstances become more difficult.

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## WITHDRAWAL OF STUDENT

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In the case of *withdrawal of a student, a full term's notice to the Principal is required in writing* or a half-term's fees in lieu of notice will be payable. For a student leaving at the end of the year, notice is required by the middle of Term 4. The only exception to this is where work transfers are announced by employers after that time.

**SHOULD YOU HAVE ANY FURTHER QUERIES, ON ANY ASPECT OF FEES OR THE FEE PROCESS,  
PLEASE DON'T HESITATE TO CONTACT OUR  
BUSINESS MANAGER.**

# HEALTH

- Children who are unwell should stay home from schools, kindergartens or child-care centres. Recommended minimum exclusion periods for infectious conditions for schools, kindergartens and child-care centres are listed in the table following. A child with HEAD LICE may return to school after treatment, which is available from your local pharmacist.
- In the upper grades, students will be invited (via a note to their parents) to participate in a personal hygiene lesson and discussion time, usually in Term 4. Parents may view the material at any time by contacting the Office.

**INFECTIOUS DISEASES:** Children contracting infectious diseases **MUST BE KEPT HOME** until the NHMRC recommended minimum periods of exclusion have elapsed. Please consult the Exclusion Policy for Infectious Diseases.

**SUN PROTECTION:** All children must wear a school hat whenever they are outdoors. Our policy, regardless of the weather, is **no hat – no outdoor play**. Parents may also wish to supply their children with suitable (**15+ etc.**) sunscreen for times when children are in the sun.

**DENTAL SERVICE:** The State Government provides a free dental service to school children. The service visits our school from time to time. Enrolment forms are sent home for all children new to this service, and records are kept by the School Dental Service. Appointment cards are also distributed by them.

**IMMUNISATION:-** Each year, the Department of Health offers the following vaccinations to all Year 8 and 10 students through their school. Co-ordinated by Queensland Health, the School-Based Vaccination Program provides parents/guardians with the opportunity to have their children vaccinated against certain diseases at no cost. The Program is offered to children of secondary school age in state and non-state schools. Year 8 students:-

Hepatitis B\* - two doses of hepatitis B vaccine given four to six months apart

Chickenpox - one dose of varicella (chickenpox) vaccine

Human papillomavirus - three doses of human papillomavirus (HPV) vaccine for female students given over a six month period (usually at 0, 2 and 6 months).

\*Since 1 May 2000, Hepatitis B has been included in the National Immunisation Program for all infants. It is offered as a birth dose and also included as part of a combination vaccine given at 2, 4 and 6 months of age. This means that if your child was born on or after 1 May 2000, they may have already received Hepatitis B vaccination and will not require Hepatitis B in the school program. Please contact your doctor or the Australian Childhood Immunisation Register on 1800 653 809 if you need to check your child's records.

A child is eligible to be vaccinated as part of the School-Based Vaccination Program according to the year level they are in school (eg. Year 8 or Year 9), not their age.

For more information, see the [School Based Vaccination Program - advice for parents who home school fact sheet](#).

## INFECTIOUS CONDITIONS

Condition	Exclusion of person with infection	Exclusion of contacts (those exposed to the person with the infection)
<b>Chickenpox (varicella)</b>	Exclude until all blisters have dried. For non-immunised children, this is usually at least five days after the rash first appears.	Exclude susceptible pregnant women and any child with an immune deficiency (eg. leukaemia) or receiving chemotherapy
<b>Cold sores (herpes simplex)</b>	Not excluded if person can cover sores with a dressing to restrict direct contact by others and maintain hygiene practices to minimise risk of transmission. Otherwise, exclude until sores are dry.	Not excluded
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded

Condition	Exclusion of person with infection	Exclusion of contacts (those exposed to the person with the infection)
<b>Diarrhoea and/or vomiting</b> (including) <ul style="list-style-type: none"> <li>• amoebiasis</li> <li>• campylobacter</li> <li>• cryptosporidium</li> <li>• giardia</li> <li>• rotavirus</li> <li>• salmonella</li> <li>• viral gastroenteritis but not norovirus or shigella - see separate section</li> </ul>	Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff who handle food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same location, or a single case in a food handler, notify your nearest public health unit.	Not excluded
<b>Diphtheria</b>	Exclude according to public health unit requirements	Exclude according to public health unit requirements
<b>Enterovirus 71 (EV71) neurological disease</b>	Exclude until written medical clearance confirming the virus is no longer present in the child's bowel motions is received.	Not excluded
<b>Haemophilus influenzae type b (Hib)</b>	Exclude until the person has received appropriate antibiotic treatment for at least four days.	Not excluded unless considered necessary by public health unit.
<b>Hand, foot and mouth disease</b>	Exclude until all blisters have dried.	Not excluded
<b>Influenza and influenza-like illness</b>	Exclude until well.	Not excluded
<b>Measles</b>	Exclude for four days after the onset of the rash.	Immunised/immune contacts are not excluded. Exclude immunocompromised children until 18 days after the appearance of the rash in the last case. For non-immunised contacts, seek advice from your local public health unit.
<b>Meningitis (bacterial)</b>	Exclude until well and has received appropriate antibiotics.	Not excluded
<b>Meningitis (viral)</b>	Exclude until well.	Not excluded
<b>Meningococcal infection</b>	Exclude until appropriate treatment has been completed.	Not excluded. Seek advice from your local public health unit about antibiotics and/or vaccination for people who were in the same location as the case.
<b>Mumps</b>	Exclude for nine days after onset of swelling.	Not excluded
<b>Pertussis (whooping cough)</b>	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.	Seek advice from your local public health unit about excluding unvaccinated and incompletely vaccinated contacts.
<b>Poliomyelitis</b>	Exclude for at least 14 days from onset of symptoms. Written medical clearance confirming child is not infectious from doctor or public health unit is required to return to childcare/school.	Not excluded unless considered necessary by public health unit.
<b>Ringworm, tinea, scabies</b>	Exclude until the day after appropriate treatment has commenced.	Not excluded
<b>Rubella (German measles)</b>	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded. Female staff of childbearing age should check their immunity with their doctor.

Condition	Exclusion of person with infection	Exclusion of contacts (those exposed to the person with the infection)
School sores (Impetigo)	Exclude until person has received appropriate antibiotics for at least 24 hours. Cover weeping or crusted sores on exposed areas with a watertight dressing until at least 24 hours after commencing antibiotics and for as long as practical. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours.	Not excluded
Shigellosis	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment <sup>4</sup> for at least 24 hours.	Not excluded
Tuberculosis (TB)	Exclude until written medical clearance confirming child is not infectious is received from Queensland Tuberculosis Control Centre.	Not excluded
Typhoid and paratyphoid fever	Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.	Not excluded unless considered necessary by public health unit.
Worms	Exclude if loose bowel motions present.	Not excluded

## HOUSE TEAMS

Every child will be placed into a House Team. Our three houses are: Boondooma, Wivenhoe, and Somerset named after the 3 large dams surrounding our area. Nominees for House Captains present a speech to their house team who will vote accordingly in Term 4 of each year. Year 3, 4, 5 and 6 students listen to the speeches for the Primary Leadership positions and Years 6,7,8,9 students listen to the speeches for the Secondary Leadership positions. House competitions may be held in a range of school activities. The most notable carnivals are:- Swimming, Athletics and Cross Country.

## JUNIOR SECONDARY PROGRAM

We are committed to providing a supportive and stimulating learning environment for our Secondary students, with a strong focus on quality learning and developing quality relationships between students, staff and families. Students will study the core subjects of the Australian Curriculum (including Manual Arts, Home Economics & Christian Studies) in our Junior Secondary School area.

**STUDY TIME** - Year 7, 8 & 9 students are invited to access study time. The students will be advised in the first week of school of the venue and days that study time will be available. Students will be supervised by Junior Secondary staff, who will assist with homework or assignments.

**TIMETABLE:-** Timetables and assessment planners will be provided for each student at the beginning of the each term. These can also be accessed on the school app.

**UNIFORM:-** Students will be required to wear the formal secondary uniform each Tuesday. Either formal or sports uniform may be worn on other days.

**FOOTWEAR:-** Due to the subject areas covered in the Junior Secondary School, it is a requirement that black leather joggers are to be worn every day.

If you have any questions regarding our Junior Secondary School program, please refer to the Junior Secondary Handbook or contact our Co-ordinator Karyn Bjelke-Petersen by phone or email [kbye@sjls.qld.edu.au](mailto:kbye@sjls.qld.edu.au)

## KINDERGARTEN

St. John's Lutheran School has a kindergarten on site, administered by Queensland Lutheran Early Childhood Services, offering a high quality educational play-based program for 3 – 5 year olds. The Kindergarten Director, Mrs Jenny Christensen, can be contacted on 4162 7846.

## LEARNING SUPPORT PROGRAM

A literacy and numeracy support program is part of our educational program. Students may receive long or short term support for a range of literacy or numeracy activities. If your child is involved in this program, you will receive information regarding the support program your child is involved in.

## LIBRARY BORROWING

Children may borrow up to 2 books from the school library during library lessons, or at other times when the library is open. They must have a suitable protective bag to transport the books. The library bag should be made of cloth or backed curtain material, measure approximately 40cm x 40cm and be clearly named. A sample is available at school for parents to copy, or ready-made bags are available through the Uniform Shop.

## LLL BANKING

The Lutheran Laypeople's League (L.L.L.) is a type of bank set up by the Lutheran Church of Australia. Low interest loans are taken out by church groups such as our school to assist in the construction of buildings. Our school can borrow against money deposited in the L.L.L. and earmarked for St. John's.

Parents interested in establishing a pattern of regular saving for their children should encourage them to use this facility. Banking is transacted every WEDNESDAY of the school term. Your child should place his bank book, plus money, in the container provided at the front office. If you would like further information about L.L.L., please contact the school. Please make any cheques payable to L.L.L.

L.L.L. have a BSB number – **704942**. By quoting the L.L.L. BSB number and their L.L.L. account number, depositors are able to have any payments they would normally receive electronically transferred directly into their L.L.L. account instead of other bank accounts. This includes government payments, tax refunds, share dividends, salaries, farm product payments etc.

L.L.L. also has Internet access to accounts. Depositors are able to apply to the L.L.L. for a password to allow them to access their L.L.L. account to view the balance, print out a statement, and transfer funds between L.L.L. accounts or to other bank accounts. Further information is available from the school office.

## MUSIC PROGRAM - INSTRUMENTAL & INDIVIDUAL

St. John's Lutheran School Instrumental Music Program is structured to provide the students with a wonderful opportunity for learning to play a musical instrument. It has assisted past students to develop a love of music, has enhanced their level of educational achievement, and has provided lasting life skills, through combining with others in performance.

St. John's Lutheran School's music teacher teaches class music and instrumental lessons and conducts the ensembles. The school offers group instrumental lessons from Year 4 onwards. Students may choose to receive tuition in Brass, Woodwind and Percussion. Lessons take place during the school day, and an additional fee is charged for those selecting this aspect of the school's music program. For further information on our music program, please collect the music information brochure from the office.

Choirs, class music lessons, and verse speaking, etc. are included in general tuition fees.

## NEWSLETTER

Our school newsletter is published every WEDNESDAY. From 2017, a digital newsletter will be emailed home to all families, to keep parents informed of important information and events. **If you are unable to receive a copy via email, please indicate on your "Back to School" forms your preference for a paper copy, which will be sent home with the oldest in the family.**

Please read our newsletter carefully, as it is the main method of communicating with school families. Other circulars (e.g. P & F fundraisers) intended for distribution, will also be attached to your emails. A copy of each week's newsletter is also available on the school website and the school app.

## PARENTS AND FRIENDS (P & F)

St John's P & F meets regularly on the third Monday night of each term. All parents and friends of the school are invited to become involved. See the separate P & F page enclosed in this pack for further information.

The Annual General Meeting will be held at the last meeting of the year, when all executive positions will become vacant. Please consider in what capacity you may be able to help your P & F.

The P & F and the School Council includes a \$25 per family per term Resources Contribution on the school fee account. All money contributed is allocated to the P&F who, in turn, spend money on increasing the resources and equipment available to help our children.

## PERMISSION NOTE

A single permission/consent form for local outings and publishing of photos is enclosed with your information packages, to be completed and returned for beginning of 2017. This will reduce the number of notes that need to be returned throughout the year.

## POLICIES

Below is a listing of school policies which may be accessed via the website at [www.sjls.qld.edu.au](http://www.sjls.qld.edu.au) If you would like a paper copy of the policy booklet please ask at the office. The following documents have been adopted by St. John's School Committee and are provided as information for parents

- Anti-Bullying Policy
- Anti-Harassment / Anti-Discrimination Policy
- Bus Policy
- Camping Policy
- Child Protection Policy
- Christian Studies in the Lutheran School
- Communicable Diseases – Exclusion Policy
- Complaints Policy
- Fee Collection Policy
- Homework Policy
- Internet Policy
- Literature Policy
- Medication Policy
- Mobile Phone Policy
- Pastoral Care Policy
- Privacy Policy
- Relationship Management Policy (formerly Behaviour Management)
- Student Reports
- Technology Policy
- Uniform Policy

## **PREP**

A separate handbook has been supplied to all families who have a Prep child enrolled at our School. This has information relevant to the Prep classes. The Prep program is a full-day 5-day-a-week program, with full-time teacher aides.

## **PRIVACY ACT**

All information gathered in the enrolment process, or data collected as a part of school life (e.g. report cards), is confidential, and will be stored and treated accordingly. To release documents to specialists, we will need written permission from parents authorising the sharing of this information. If you would like view the full policy or find out further information, please contact the Principal or view the policy on our website.

## **RELATIONSHIP MANAGEMENT PROCESS (*Behaviour Management*)**

Here at St John's Lutheran School, we seek to build a safe, caring and productive community. We use a Restorative Practices approach to relationship management, which acknowledges that healthy relationships are vital for our lives, our learning and our school community. Our aim is to develop in all children a sense of responsibility for their own behavior, and an understanding that how they treat others has consequences that can either enhance or harm relationships. When relationships break down, we use a four step process to reflect, repair, rebuild, and reconnect relationships. If there are any relationship issues, please see the Assistant to the Principal, Jon Kotzur.

## **SAFE PLACE AND CHILD SAFE**

The term 'Safe Place' reflects the Lutheran Church of Australia's (LCA) aspiration that we should be a safe place for all. The following link provides information relating to this.

<http://www.lca.org.au/safe-place-child-safe.html>

There is a free call number 1800 644 628, with a trained person to assist if you need support.

## **SCHOOL COUNCIL**

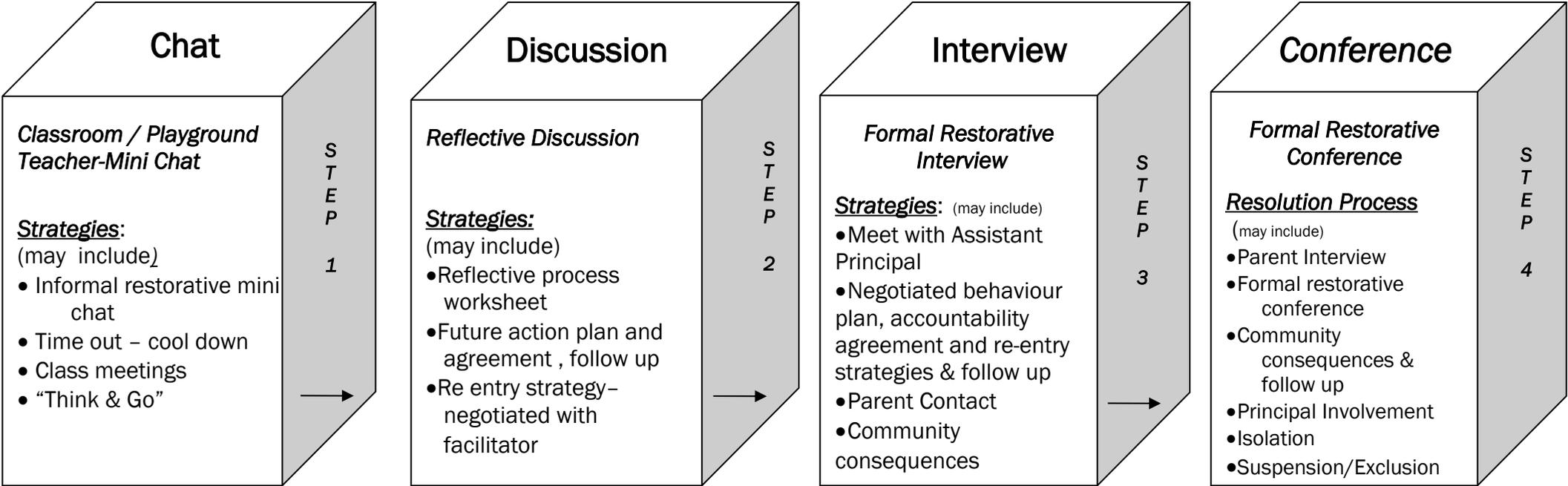
A School Council, nominated by St. John's Lutheran Congregation, oversees the running of the school, and meets monthly. Our School Council Chairman is Mr Warren Layt, and he can be contacted by email at [wslayt@bigpond.net.au](mailto:wslayt@bigpond.net.au). Copies of the LCAQD Constitution that governs this committee are available on the LCAQD website under the Governance tab.

## **SCHOOL COMMUNITY LIAISON CO-ORDINATOR**

The School Community Co-ordinator will be involved in the school life throughout the school year working in the following ways:

- Providing parents with opportunities for positive links to the school community so that they feel connected to and a valued part of the school community and its faith life.
- Being a contact person to welcome new families.
- Developing a parent education program to assist parents in being informed about various educational topics and well-being issues.
- Providing support to families in times of difficult situations and need.
- Assisting in the development of congregational and school community links for school families.
- Preparing updates, reports and publicity about the activities being offered within the school community, and reporting on activities as required.

# RELATIONAL MANAGEMENT PROCESS - 4 STEPS TO RESTORE



**REFLECT, REPAIR, REBUILD & RECONNECT RELATIONSHIPS**

## POSITIVE RELATIONSHIPS & STUDENT BEHAVIOUR

Celebrate by:-

- ☺ Class rewards
- ☺ Positive playground awards
- ☺ Lunchtime incentives - ***A**ppropriate **B**ehaviour **C**elebration*

## **SEESAW**

Students in Prep to Year 4 will be using Seesaw, a secure online journal where students can document what they are learning in class. Your child will be able to add the things they work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal, and we can share them privately with you and other family members to view and comment on. In order for your child to use Seesaw, certain personally identifiable information – like the student's name, photos, videos or voice recordings – may be collected. Seesaw has a robust privacy policy and is committed to never share or sell your child's personal information or journal content. Payment for this program will be included with your back to school text books. If you have questions regarding this program please contact Ashley Dalton, ICT Support Teacher.

## **The SEVEN C's**

The 7 C's underpin our school ethos. There are posters displayed in each class. They serve as a reminder to students, staff and parents how we treat each other in this community.

### **The Seven C's**

#### **CHRIST**

We ask, "What would Jesus do?"

#### **CO-OPERATION**

We co-operate with others.

#### **COMMUNICATION**

We communicate in socially acceptable ways.

#### **COURTESY**

We use good manners in all situations.

#### **CONSIDERATION**

We respect the feelings and property of others.

#### **CARE**

We care for ourselves, others and our world.

#### **CHRISTIAN LEADERSHIP**

We serve, help and encourage

## **SPORTING SCHOOLS PROGRAM**

This is a Government-funded scheme to encourage students to participate in sport after school. Further information on sports and days will be advised in the school newsletter each term.

## **SPORT**

Throughout the year, children have the opportunity to participate in a variety of sporting and fitness activities. Students are also involved in carnivals and interschool competitions. St John's children participate in weekly Physical Education lessons, with our P.E. teachers, as well as Friday afternoon (Years 4 - 6) sports activities, with Years 2 - 3 sport held one afternoon each week. In addition to their P E lessons, Prep & Year 1 students will be involved in further physical activities to develop their fine, gross and perceptual motor skills. Sporting events with other schools may also take place throughout the year, such as Summer and Winter Carnivals, BP Shield and Zone Sports Trials.

## **STAKEHOLDERS MEETING**

Parents are invited to meet with members of staff and the School Council on an annual basis, to contribute ideas and be consulted about the future planning. This meeting usually happens in September, and will be advertised in the newsletter.

## **SUNDAY NIGHT LIFE**

Each year, classes in the school participate in a Sunday Night Life gathering. The classes share with their families and school community a devotional theme based on their classroom Christian studies program. These services are held on the first and third Sunday evening of the month during the school term, at 5:00pm in the school hall. Everyone is very welcome to attend, and we ask you to please bring a plate to share for a fellowship tea afterwards.

## **SWIMMING**

Our swimming program will take place in Term 4, at the Kingaroy pool, with students transported by bus. This is a Swim and Survive program, not a stroke correction program. General costs for swimming are covered under the Activity Levy.

## TECHNOLOGY

Our vision is that through the use of Information and Communication Technology (ICT), our community will have an enriched teaching/learning experience across all aspects of the curriculum. Students will use ICT to enhance their learning experiences, equipping them for a future of life-long learning.

Students in Years 3 – 9 will be asked to sign an ICT Usage Agreement form after having the agreement and our safe internet usage policy explained to them during a library/computer lesson. Each student at St John's is given a unique login, allowing secure access to their work. The school uses filtering software which endeavours to filter as much inappropriate content as possible, although this is not guaranteed.

Junior Secondary students are invited to participate in the school Personal Connected Device(PCD) bulk purchase scheme. PCDs will be an integral part of the school curriculum in the Junior Secondary School. Students in other year levels will access devices provided by the school.

More information on responsible use of school ICT resources is available as part of the school's Internet Policy, which is on the school website under the Policies tab.

Students are expected to:

- show respect to their peers when communicating to them through ICT.
- only use the internet for research or activities as directed by their teacher.
- immediately and discreetly minimise or close the window, and inform their teachers, when an inappropriate site, words or pictures have come up on their screen.
- not download any material from the internet unless directed to by a teacher.
- inform a teacher of any error messages that appear on the device.
- not insert any non-school computer peripherals (e.g. USB memory stick, camera, etc.) into devices unless given permission by a teacher.
- store only items relating to school work in their allocated storage, and respect the settings of the profile assigned to them.

If students do not meet these standards, their right to access devices and/or the internet at school may be restricted or withdrawn until further notice.

## THINGS TO BE LEFT AT HOME

- |   |           |                         |                         |
|---|-----------|-------------------------|-------------------------|
| *Chewing/Bubble Gum                           | * Lollies | *Toys                   | *Jewellery              |
| *Pets (unless arranged with the teacher)      |           | *Knives                 | *Swap cards and marbles |
| *Valuables (unless arranged with the teacher) |           | *Toy guns, swords, etc. |                         |

*Mobile Devices* - (Phones, iPods, etc.) - If it is necessary that students bring these devices to school, phone, iPod, etc. must be left at the office on arrival at school in the morning and collected from the office at the end of the day. Secondary students can hand their phones in to the Junior Secondary office.

## TUCKSHOP

Tuckshop is held on Mondays, Wednesdays and Fridays. The tuckshop will recommence on the first Wednesday of the year. There are two ways of ordering tuckshop.

**Electronic Orders:-** Orders can be placed electronically using the Flexischool online system at [www.flexischools.com.au](http://www.flexischools.com.au). Flexischool cut off time is 8:30am, and registration is easy and free!

**Paper Menus:-** Paper copies of the tuckshop order forms are available from the school office. If using a printed order form, please hand your order and payment in the office on the **day before** the requested Tuckshop Day.

**Tuckshop Roster** - In 2017 we are offering parents the option to participate in at least one Tuckshop roster each term and the school will deduct \$30 from your next term's school fees. Over the whole year, this would be \$120.00 off your school fees. If you would like to help out more often it would be greatly appreciated.

## UNIFORM AND APPEARANCE

All students are expected to wear the approved school uniform (including hats), not only while at school, but also while travelling to and from school. Details of uniform requirements are set out clearly in this Information Book. **Correct uniform is to be worn each day.** Parents are reminded that they sign an annual undertaking to support the school's policies and this includes the Uniform Policy.

Parents are required to provide a written explanation if their child is not in correct uniform. These notes should be addressed to the classroom teacher, and handed in or e-mailed prior to the commencement of the school day. If requests are for longer than a week, please address the notes to either of our Assistants to the Principal, Mrs Bjelke-Petersen or Mr Kotzur.

- Black joggers with black laces are the only acceptable footwear.
- SCHOOL HATS must be worn whenever out of doors.
- No MAKE-UP (including nail polish) is to be worn to school.
- School Policy is that girls may wear one sleeper or plain stud per ear, and boys may wear one sleeper or plain stud in one ear only. NO other jewellery except a watch may be worn.
- Hair is to be neat, clean and worn well out of the eyes. Any ribbons, headbands or hair clips should be in our school colours – brown or gold.

**House Sports Shirts** will be worn on Interhouse Athletics, Cross Country and Swimming Carnival days and also on an afternoon sports day each week:-

- Year 4 – 6 Friday only (Team events are conducted on this day)
- Years 2 & 3 (afternoon sports day to be advised first week back)
- Prep and Year 1 students wear house shirts on their PE lesson days. Teachers will advise in their class notes which day this will be.
- Year 7-9 Carnival Days/House events.

If house shirts need to be worn on any other occasion, a note will be sent home, or you will be advised in the Newsletter.

## WEBSITE

Visit our school website at [www.sjls.qld.edu.au](http://www.sjls.qld.edu.au) to download:-

- < Newsletters
- < Term Dates
- < Policies
- < School general information including reporting data from year 3,5,7 and 9 NAPLAN tests.

## WORKPLACE HEALTH AND SAFETY

For information relating to Workplace Healthy and Safety, please view the policies provided on our website.

## YEARBOOK

Each year, the school produces a professionally published full-colour yearbook. Families are charged on their their Term 3 fees account if they wish to purchase a copy.

## YOUTH GROUP - "Live It!"

"Live It!" Youth Group is organised for our senior students approximately 3 – 4 times per term. Activities vary from cooking to physical activities, etc.

# UNIFORM

**CODE:-**        **FORMAL** - Official school activities (choirs, excursions, ceremonies, etc.)  
**OPTIONAL** - May be worn except when Formal Uniform is required.

## PREP UNIFORM (to be worn every Prep day)

**BOYS AND GIRLS** -        (Please note that girls uniform dresses are worn from Year 1 onwards)

Summer            Shorts:        Brown (Boys)  
                          Skort:         Brown (Girls)  
                          Polo Shirt:   Gold & Brown (Screen Printed)  
                          Socks:         Short Light Brown  
                          Shoes:        Plain Black Sports and /or Brown Sandals  
                          Hat:            Bucket Hat - Brown with logo

Winter             As above and/or:-  
                          Sweatshirt:   Brown V Neck (Screen Printed)  
                          Pants:         Brown Tracksuit Pants

(**SHOES:** Children learn by feeling with their feet as well as their hands and because it is safer, children may at times be asked to remove their shoes for play. For safety reasons, shoes will go back on before children leave each day. If there is a medical reason for your child to keep shoes on, please let us know.)

## PRIMARY SCHOOL UNIFORM - Year 1 - 6

### GIRLS

#### FORMAL

#### OPTIONAL

Summer            Dress:        Princess Line with sleeve  
                          Socks:         Short Light Brown  
                          Shoes:        Plain Black Sports (non-marking sole)  
                          Hat:            Bucket Hat – Brown with logo

Brown Sandals

Winter             Dress:        As above  
                          Sweatshirt:   Brown V Neck (Screen-printed)  
                          Socks:         As above or Light Brown Tights  
                          Pants:         Brown Tracksuit Pants  
                          Shoes & Hat: As above  
                          Taslon Jacket: (Screen-printed)

Gold Skivy (under uniform)  
 Brown Knit Jumper

Brown Taslon Pants

Sport              Skort:         Brown  
                          Polo shirt:    House colour (Screen-printed)  
                          Socks:         Short Light Brown  
                          Shoes & Hat: As above

Brown Track Pants  
 Brown Sweatshirt

### BOYS

#### FORMAL

#### OPTIONAL

Summer            Shorts:        Brown Ruggers  
                          Polo Shirt:    Gold & Brown(Screen-printed)  
                          Socks:         Short Light Brown  
                          Shoes:        Plain Black (non-marking sole)  
                          Hat:            Bucket Hat - Brown with logo

Brown Sandals

Winter             Polo Shirt:    As above  
                          Shorts:         As above  
                          Pants:         Brown Tracksuit Pants  
                          Sweatshirt:   Brown V Neck (Screen-printed)  
                          Taslon Jacket: (Screen-printed)

Brown Taslon Pants

Socks:         As above  
                          Shoes:        As above  
                          Hat:            As above

Sport              Polo Shirt     House colour  
                          As above for rest of sport uniform for boys

# **JUNIOR SECONDARY UNIFORM (7, 8, 9)**

## **GIRLS**

- Summer**     Shirt: Light brown stripe and brown band on sleeve with gold tie  
Skirt: Brown with front pleats, knee length  
Shoes: Plain black sports no markings  
Socks: Short light brown  
Hat: Bucket hat – Brown with gold logo
- Winter**     Skirt and shirt: As above  
Optional: Brown tights  
Shoes and hat: As above
- Sport**     Shorts: Unisex brown shorts with gold stripe  
Shirt: Brown and gold polo shirt  
Socks, Shoes & Hat: As above

## **BOYS**

- Summer**     Shirt: Light brown stripe shirt with gold logo, not to be tucked in  
Shorts: Brown ruggers  
Shoes: Plain black sports no markings  
Socks: Short light brown  
Hat: Bucket Hat - Brown with gold logo
- Winter**     Shirt and shorts: As above  
Trousers: Long brown pants  
Socks, Shoes & Hat: As above
- Sport**     Shorts: Unisex brown shorts with gold stripe  
Shirt: Brown and gold polo shirt  
Socks, Shoes & Hat: As above