



St. Paul's School

MANIBUS POTENTIA STUDIUM ANIMIS

**The Preparatory School
Parents' Handbook**

2015-2016

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Prep Parents' Handbook 2015-2016

St Paul's School Mission Statement:

"St. Paul's is a traditional, forward looking school seeking to nurture excellence, aiming to provide a high quality British and Brazilian holistic education, for the academic and personal development of pupils and students, within a framework of a caring community which shares a common set of core values."

Children are encouraged to become independent, open-minded, well rounded individuals who embrace life-long learning and the School seeks to develop in them both the skills and the sense of responsibility to enable them to make a difference to the globalised world in which they live.

Underpinning these statements is a belief that the School should encourage and demand **academic rigour**, it should sustain a high level of **pastoral care**, it should provide a wide range of **curricular** and **extra-curricular opportunities** and nurture a strong **sense of community** and **school spirit**, so that all those within the School feel secure, confident and able to develop their interests and enthusiasms in a fulfilling way. Our emphasis is on the **values** that form the base of the community and the **qualities and characteristics** which we aim to engender in all members of the School; they underpin and form the base for the community of the School. We expect staff, pupils and students to:

- Show respect
- Be honest
- Have integrity
- Be collaborative
- Be thinkers
- Become independent Learners
- Develop a sense of self-worth
- Be open-minded
- Be resilient
- Be caring

Introduction:

The aim of this handbook is to help parents become familiar with the structure and day to day running of the Prep School. We have listed the information alphabetically and hope that this makes it easier for parents to use this guide quickly and effectively.

Absences:

We really believe that every day is of vital importance to your children's learning and so we ask that pupils do not ever miss school unless it is *absolutely unavoidable*. Contact us as soon as possible by sending an email to absence@stpauls.br, in which you clearly explain the reason for your child's absence.

If your child is going to miss school for a planned reason, you should write in to absence@stpauls.br addressed to Ms Simpson requesting permission for your son/daughter to miss school. This should be done well in advance of the expected absence.

If your child misses school without prior notification and authorisation then a note is required upon his/her return explaining the reason for the absence.

Arrival:

The Prep School starts at 8:10am. This means that registration is called in the classroom at 8.10. If pupils are not in class for registration then they are marked late.

The Prep gate is open from 7:45am to 8:10am. If pupils arrive before 7:45am, they enter via the main gate and wait in the covered area until 7:30am for them when they can go to the classroom. Pupils arriving at school between 7:45am and 8:10am enter via the Prep gate at the front of the school building. At 8:10am, the Prep gate is closed and pupils who arrive late have to use the main gate. They should walk past the guard's hut, down the ramp and go to the Prep secretary's office to sign the late book. After this they should go to their classroom.

Assemblies:

Each tutor group has a class assembly once per year during either the first or second term. Assembly is usually held once a week on Thursdays at 8:10am. When it is your child's assembly, you will be informed of the date and invited to come and watch the performance. Prep 1s and 2s have a Celebrations Assembly on Mondays at 8.10 where their efforts and work are celebrated. This assembly is for pupils only. Prep 3s and 4s have a bi-weekly Celebrations assembly which is held on alternate Tuesdays.

Behaviour:

We follow the Golden Rules throughout the Prep school as a way of helping the children focus on behaviour that is positive. Teachers also follow the procedures outlined in the Prep school Behaviour Policy which is available on Firefly the school portal. *See Golden Rules further on, they are also at the front of the school diary.*

Benes and Non Satises:

Benes are given as positive reinforcement to pupils when they do work which is worthy of merit., Non-Satises are used from Prep 2 (second term) to Prep 5, when pupils do not manage to fulfil school expectations, such as failing to complete homework satisfactorily, or for lack of care or responsibility with their own, or school belongings.

Birthday parties:

We *strongly* encourage parents to organise birthday parties and other social occasions on weekends rather than during the school week. If you are planning a party for your child then you should observe the following procedures:

- Parents should advise their PTA representative of the date to try and avoid clashes with other parties.

- Parents should collect a year group list by class from Old Paulean (this will have the most up to date information regarding class members).
- For Prep 1 and 2, provided the invitations are for all class members/all girls/all boys or the entire year group, then class assistants will place them into pupils' red bags.
- If there are any mistakes or omissions then we will not be able to hand the invitations out and they will be returned to you.
- **From Prep 3 onwards this will not happen.** Children in P3-5 will be expected to be responsible for handing out their own invitations and teachers and class assistants will not be involved in any way.

Break:

Break time runs from 9.30(P1) 9:40am (P2-5) to 10:00am. From Prep 2 onwards, pupils need to either provide their own snack or use the Sodexo card(more information on this can be given by the prep secretary Josefa) to buy a snack at the Prep tuck shop, which stocks a range of healthy items. Prep 1 pupils are not allowed to use the Prep tuck shop at break and no Prep pupil is allowed to use the main school tuck shop during break or lunch, nor are they allowed to ask senior pupils to buy items for them.

Bullying:

Bullying is not tolerated at St Paul's and we have a policy in place to deal with any instances of bullying when they arise. **Please see the anti-bullying policy on Firefly.**

Communication:

Meetings are held at the start of every academic year in order to give parents a broad outline of what the year holds in store. They are also a valuable opportunity for parents to meet tutors and teachers. Additionally, different departments will hold meetings and workshops throughout the year in response to perceived needs and parental requests. Our aim is always to ensure that there is effective communication between the school and yourselves.

If parents are concerned about any aspect of their child's education or development, these queries should always be referred to their child's class teacher as early as possible so that a solution may be sought. If the problem persists, parents should seek the Head of Year (P1&2 for curriculum matters only) or the Head of Pastoral Care for pastoral and behavioural issues, the Deputy Head and lastly the Head of Prep. Problems are often easily resolved, so please do not hesitate to make contact with us.

Parents' Open Days are also held each term. Most letters and circulars will be e-mailed to parents directly instead of being sent as hard copies via the pupils. ***Parents are asked to keep the school informed of any change in e-mail address.***

Curriculum:

For information on the curriculum of individual year groups please refer to the Curriculum Guide/Year Group Subject Guide which is sent out at the start of the academic year and can also be found on Firefly.

Diary:

The diary contains a clear plastic slip at the front where parents should put any notes which they wish to send in to the class or subject teacher. **Differently to the Pre Prep, we do not write notes directly onto the diary pages, this is because they children increasingly use this space to write in their homework and other learning related information.** The diary is an important document and it is essential that parents check it on a daily basis. The reading records for your child are kept directly in his /her diary. If your child's diary is lost or damaged a replacement diary will be issued at a cost of R\$ 50, 00, which will be added to the school bill.

Diet:

If your child needs a special diet because of health problems then an official doctor's note must be supplied at the start of every term. This can be given to the Prep secretary who will pass it on to the school's lunch providers, Sodexho.

Electronic items:

Prep pupils are not allowed to bring any electronic items such as Ipods/Ipads/PSPs etc. to school. These items are fragile and expensive and the school cannot be held responsible in any way for the loss of or damage to them. On some special occasions they may bring these in for a Special Golden Time. P 3-5 pupils are allowed to bring in laptops or netbooks for some lessons that require research. In such cases, parents will be informed in advance, for permission to be granted.

Equipment:

Basic items of stationery are provided by the school and a detailed list of any items required in your child's year group is sent to you before the start of the academic year.

Clubs and Societies previously known as Extra Curricular Activities (ECAs):

These are activities which are provided by school staff (not to be confused with Paid After School Activities PASAs which are organised by private teachers and charged separately to parents- the list of these activities is usually available just before the start of the new academic year). Parents are e-mailed a comprehensive Clubs and Societies booklet at the beginning of each term. The booklet explains in detail the activities offered and their relevant age group. Pupils should discuss their options with their parents before making their choices. ECAs are held at lunchtime or after school and are optional.

Pupils remaining in school for a supervised activity should be collected as soon as the activity is over. **No Prep pupil should be at school after 5:00pm, unless their ECA finishes after this time.** **No P1 or 2 pupils is ever allowed to be at school unsupervised** The person responsible for events taking place after regular school hours is the Campus Manager whose name is Claudio Zigmond. His email address is: cz@stpauls.br

Forgotten Items:

When a pupil forgets to bring equipment such as their diary/folders/sports kit to school, we ask that you do not try and deliver these items to school after the start of the school day. It is important that our pupils begin to learn to be organised from an early age, therefore, if items are forgotten they need to learn from this, in order to try and become better prepared in the future. If a forgotten item arrives before the Prep gate shuts at 8.10 it will be delivered to the child anything arriving after this will not be given to the pupil. **The guards at the school gate/the Old Paulean office are not authorised to accept any items for a Prep child, without the express authorisation of the Head of the Prep School.**

Golden Rules:

In the Prep department we build on the work started in the Pre-Prep department teaching children moral values. We reinforce the Golden Rules, which are an integral part of school life:

We listen: We wait our turn to talk and value what others say

We work hard: We improve our learning by trying our best

We are kind and helpful: We work together and care for others

We are gentle: We are careful with ourselves and others

We are honest: We tell the truth and take responsibility for our actions

We look after property: We are responsible and care for our belongings and those of others

The Golden Rules are displayed in all areas of the school. By talking about them and referring to them constantly in the classroom and through assemblies, and by making them meaningful to the children, we hope to help our children become respectful, considerate and valuable world citizens.

Teachers in Prep 1 use the 'Sun and the Cloud' Behaviour Scheme (similarly to the Pre-Prep) to promote good behaviour. They also use the Golden Tickets used in Prep 2, 3, 4 &5. Golden Tickets are issued to pupils for following the Golden Rules.

For Prep 2-5 each double-page spread in the diary contains a space for teachers to give you feedback about your child's behaviour during the school day.

The behaviour system works as follows:

If a pupil does *not* follow the Golden Rules during the lesson

- 1) They are given a verbal warning.
- 2) If the behaviour continues, the teacher gives the pupil a yellow warning card. If the child chooses to stop the negative behaviour this card can be removed.
- 3) If there is further disruptive behaviour, the teacher places the yellow warning card on the pupil's desk a second time and if the pupil continues to disrupt the lesson, the teacher will initial the diary next to the Golden Rule that was not followed. In Prep 1, the child will go to the cloud.

If pupils disturb the class again after receiving an initial, they may be sent to work in another class or sent to speak to a Head of Year to discuss their behaviour.

Pupils who behave appropriately should normally receive very few bad initials, if any. If your child receives many initials in one week or goes to the cloud many times during one week, this is a clear indication that his/her behaviour is causing concern and you will be asked to come in to speak to his/her class teacher.

This communication allows parents to see if their child is having difficulty behaving in lessons. Class teachers will also have a very clear picture of their pupils' behaviour in lessons and will be able to work together with the pupil, and if necessary with their parents, to try and improve their behaviour.

Hair:

Pupils are expected to keep their hair tidy at all times. Boys are expected to wear their hair in a style that ensures it does not touch or cover the nape of their neck, ears and eyebrows. **Girls are required to tie their hair back with a hair band or have it in a ponytail.**

Health:

If a pupil is ill during school hours, the school nurse may contact parents and ask them to take their child home. Minor illnesses and accidents are treated by the nurse, unless hospital treatment is required. All necessary medication sent in by parents is administered by the nurse. Parents should write the pupil's name on the medicine and hand it into the infirmary with a doctor's prescription stating dosage instructions. Pupils should never be given medication to administer to themselves, or hand over to the nurse; this must always be done by their parent. Parents are asked to ensure that they keep their child's medical information accurately updated in SchoolBase.

Health Education:

During tutorial/pshe pupils are given information on healthy life style choices. Information about the dangers of smoking, alcohol and drugs is given to pupils during tutorials and topic lessons as from Prep 4.

During the second term of Prep 5, some tutorials and topic lessons are devoted to an IPC Unit called Growing Up. This unit uses appropriate materials that cover puberty/sex education in general. Parents receive a weekly information letter on various topics that are covered in these lessons.

Homework:

Pupils are expected to copy their homework timetable into their diary at the beginning of the school year. Homework should be written in the diary by the pupil each day and is an important part of a Prep pupil's routine. The diary should be signed by the parent/guardian only when she/he is satisfied that the work has been completed to the best of the child's ability. If your child is not writing down their homework please communicate with their class teacher to ensure this is resolved. Pupils are expected to read aloud at home, to a parent/guardian in English and Portuguese, on a daily basis until they are fluent and confident readers.

Leaving school early:

If your child needs to leave school during the day (for medical appointments, etc.), then we ask that parents write a note which is placed in the diary as well as to absence@stpauls.br explaining why the child needs to leave. **We also ask that pupils do not leave during either break or lunch, as it can be difficult to locate them during these times.**

Lockers:

Prep 3, 4 & 5 pupils have a locker which they are required to keep tidy and in good order. Pupils need to bring a padlock (with either 2 keys or a combination lock). Prep 1 and 2 pupils have hooks outside their classrooms where they keep their red bags.

Lunch:

Prep 1 and 2 pupils have lunch at 11:30 and are taken to lunch by their class teachers/assistants. Prep 3, 4 & 5 pupils have lunch from 11:55 onwards. There is always a team of teachers on duty during the lunch period to offer positive support regarding table manners and healthy eating. The meals are well-balanced, including a selection of salads and hot vegetables. Fruit is always offered as an option for dessert.

Monitoring Pupils' progress:

All staff keep individual records of their pupils' progress and complete records for the files which accompany pupils throughout their time in the school. There are internal weekly teachers' meetings to discuss individual pupils' progress.

Parents receive one written report at the end of each term. Parents are informed if a pupil is experiencing serious difficulties.

Naming belongings:

We cannot stress enough how important it is to clearly name all personal items belonging to your child. **Items which are clearly named seldom disappear.** Dna. Carmen, in the Old Paulean Office, is responsible for Lost and Found. For Prep children the lost items are returned via the school secretary, but children may go to the Old Paulean Office during morning break, if they have lost an item here at school, which is not named. Unnamed and unclaimed items will be donated to a charitable institution at the end of the academic year.

Organisation of the school day:

The Prep School ends at 2:45 for Prep 1&2 and 3pm. for Prep 3, 4&5. Pupils should be collected promptly unless they are remaining for a scheduled after school activity. Parents and adults picking up Prep children should come into school via the main gate which opens at 2:45 pm for P1&2 parents. **Parents should exit the school corridors quickly at this time as lessons continue for P3-5 until 3 pm and noise in the corridors is very disturbing to the pupils who are still working.**

Prep 1 and 2 children are picked up directly from their class teachers in their classrooms and parents are reminded that pick up time is not an ideal time to try and talk to the class teacher; a separate appointment should always be booked for a more appropriate time. If a P1 or 2 parent

arrives later than at 3.05, their child will be taken to wait in room 212 which is near the Prep office.

Prep 3-5 children are expected to wait for their parents at a mutually agreed point within the school playground, or at the Prep Entrance, *but may not wait at the top of the ramp or near the main exit.*

Pupils are expected to be on their best behaviour at all times, as they are still within the school environment. If your child has an older brother or sister in the Senior School you may request a special yellow authorisation card which will allow them to leave the school in the care of this sibling. The card will be supplied upon your request in writing authorising this and confirming that you accept full responsibility. The Prep secretary can supply all the necessary information. Children who are in Prep 3 or above may collect a P1 or 2 sibling, but will not be allowed to leave school without an adult under any circumstances.

The Head of Prep/ Deputy Head/ Head of Pastoral Care are on duty each day at the gate from 7:45am - 8:10am and again from 2:50pm - 3:15pm.

Paid After School Activities:

Each term parents are sent information about the PASAs which are run by non St Paul's professionals. If you are interested in signing your child up for these activities contact/payment is made directly with these professionals. If a PASA starts at 3 or 3.15 then P1 and 2 pupils can be taken to the location by Prep Assistants which means you do not have to collect them and then drop them off. We suggest you send a snack which they can eat before the activity starts. Please bear in mind that prep pupils should never be left unsupervised after school hours.

Parents' Open Day:

We have one Parents' Open Day in each term where parents are invited to meet with their child's teacher(s) to find out in detail how they are progressing. Prep pupils do not come to school on this day.

Pastoral Care:

See also Tutorial and SEAL

The class teacher is responsible for the pupils' welfare (academic, social and emotional), helping to ensure that the children in their care are happy and productive. A strong liaison between all teachers and parents is essential. We encourage parents to make contact with their child's class teacher and subject teachers via email or telephone, if you have concerns or updates, no matter how trivial the matter may seem. You may also speak with the Head of Pastoral Care Mrs Santos or contact her via email tps@stpauls.br.

Phones:

If your child brings a cell phone to school it must be turned off during the course of the school day and left in their school bag, inside their lockers, or red bags. **Pupils found using their phones during school hours or using them after school in the school building will have them**

confiscated and handed over to the Head of the Prep School for collection by their parents. Pupils are only allowed to use their phone outside the school building, and after 3pm.

Phoning home:

Pupils are not allowed to phone home during the regular course of the school day, although there may be exceptions from time to time. **Pupils are not allowed to use their cell phones or the public phones at the front of the school to call home until after 3:00pm. Pupils may not ask senior pupils to use their phones or to make calls for them during the school day.**

Play:

We have the SPFS (St. Paul's Friends Squad): This is a group of volunteer pupils and teachers who give up some of their break and lunch times to interact with children from all year groups. We also have 'zones' in the playground where there are different activities taking place throughout break and lunch times. During playtimes and lunchtimes there are always teachers and assistants on duty supervising the children. At any given time there are between 4-6 teachers/assistants on the field and covered areas. Additionally there is extra staff on duty if younger pupils are in the Prep 1 and 2 playground.

Private lessons:

Our aim is to try and make all our pupils as independent as possible and so we do not usually recommend that pupils have private lessons, unless they have a clearly diagnosed and documented learning difficulty. If we think your child needs private lessons you will be informed, and an appropriate teacher will be suggested. Pupils are not allowed to have private lessons here at school, unless parents have attained all the necessary prior consents. The Deputy Head, Mrs. Hughes, (vfc@stpauls.br) can be contacted for further information if necessary.

Private Music Lessons:

Private music lessons for various instruments may be available at an additional cost to parents. Parents should contact the Director of Music Lee Ward lw@stpauls.br for more information.

Quality Circle Time:

Once a week as part of our SEAL Programme, Quality Circle Time is carried out during a timetabled period during the week. QCT provides pupils with the opportunity to share their feelings and opinions as well as develop appropriate ways to express and overcome their problems, and learn to interact positively with others.

Reading:

Reading is of prime importance. Parents are expected to hear their children read daily, encourage good reading habits and follow their children's progress very closely. The parents' role is, primarily and most importantly, to support and praise their child.

School Bus:

There are school buses available and a list of bus drivers and their information can be obtained from Dna. Carmen at the Old Paulean office.

Shows:

We have Prep shows at the end of the December and June Term, which parents are warmly invited to attend.

Suspension:

See Prep School Behaviour Policy and Anti-Bullying Policy on the school website.

Toys:

Prep 1 and 2 Pupils are allowed to bring a small toy to school *once a week, on Fridays. The toy must be named and fit into the school red bag.*

Older pupils may bring *small* items to play with, but must accept full responsibility for any loss or damage to items. Sometimes for Golden Time, pupils are allowed to bring electronic games.

Trips:

Pupils are taken on a variety of trips over the year, which are related to their academic and pastoral development. In Prep 1&2 these are day trips and in Prep 3, 4 & 5, pupils are taken on overnight trips as well.

Tutorial:

There is a tutorial period of 30 minutes at the beginning of each day, which is an integral part of the school day. There are also two registration periods each day at 8:10am and again at 12:45 p.m.

The daily tutorial period is an important part of the school day. The class teacher (P1-3) or Tutor (P4-5) forms a strong bond with his/her pupils and is available to help them with advice and organisation and to check that diaries are in order and signed by parents after homework is completed. Class teachers monitor their pupils' reading and at least once a week, tutorials are devoted to reading activities. For the rest of the week, the time is also used for general organisational tasks, such as distributing letters, giving messages, returning books etc. Any minor problems raised by pupils can often be dealt with at this time.

Religious Education is not a foundation subject at St. Paul's, but our policy is to teach moral values within the curriculum subjects and through tutorials. We encourage pupils to broaden their awareness of the world around them and adopt clear moral and social values, and tolerance.

On Fridays we have *Golden Time*, where pupils who have behaved positively during the week take part in fun activities of their choice, as a reward for their good behaviour and effort.

Uniform:

Pupils must always wear the correct school uniform. All clothing and property should be clearly marked with the pupil's name and surname. Please see the Prep School Uniform List for detailed uniform information.

Weekly events:

The school calendar should be consulted regularly. The weekly Parents' Bulletin, The Paulean, keeps parents up to date with school events.

List of Prep Staff emails

Siobhain Allum	sa@stpauls.br	Head of the Prep School
Victoria Hughes	vfc@stpauls.br	Deputy Head of the Prep School
Talula Santos	tps@stpauls.br	Head of Pastoral Care
Jo	jif@stpauls.br	Prep secretary
Juliane Newton	jcn@stpauls.br	Prep 1 class teacher/Prep 1 Head of Year
Marie Saer	mes@stpauls.br	Prep 1 class teacher
Laura Southgate	les@stpauls.br	Prep 1 class teacher
Polly Laguna	pml@stpauls.br	Prep 1 class teacher
Sheralyn Sefton	ss@stpauls.br	Prep 2 class teacher/Prep 2 Head of Year
Juliana Chanan	jgc@stpauls.br	Prep 2 class teacher
Juliana Silva	jps@stpauls.br	Prep 2 class teacher
Patrícia Vargas	pv@stpauls.br	Prep 2 class teacher
Kristina Waller	kw@stpauls.br	Prep 3 class teacher/Prep 3 Head of Year
Julie Jordão	jaj@stpauls.br	Prep 3 class teacher
Carolina Pernumian	com@stpauls.br	Prep 3 class teacher
Paula Lopes	pl@stpauls.br	Prep 3 class teacher
Edward Hill	eh@stpauls.br	Prep 4 class teacher/Prep 4 Head of Year
Julia Barnes de Moraes Sampaio	jrb@stpauls.br	Prep 4 class teacher
Louise Beer	lb@stpauls.br	Prep 4 class teacher
Sam Davy	scd@stpauls.br	Prep 4 class teacher
Priscilla Bishop	pb@stpauls.br	Prep 5 class teacher/Prep 5 Head of Year

Selma Gonçalves	srg@stpauls.br	Prep 5 class teacher
Carmen Noble	ccn@stpauls.br	Prep 5 class teacher
Cristiane Pimentel	cp@stpauls.br	Prep 5 class teacher
Ana Paula Martins	apm@stpauls.br	Brazilian Studies coordinator Portuguese/historia/geografia
Fernanda Malagutti	fm1@stpauls.br	Portuguese/historia/geografia
Lia Zita Ribeiro	lmr@stpauls.br	Portuguese/historia/geografia
Paula Matteoni	pmm@stpauls.br	Portuguese/historia/geografia
Marina Tiso	mdt@stpauls.br	Portuguese/historia/geografia
Tatiana Oliveira	tfo@stpauls.br	Portuguese/historia/geografia
Rosana de Almeida	rda@stpauls.br	Portuguese/historia/geografia
Susan Bishop	sb@stpauls.br	Prep 3, 4 & 5 Computing teacher
Daniela Stipp	dts@stpauls.br	P1 & P2 Computing teacher
Lisa Blackaby	lab@stpauls.br	Art teacher
Nathalie J. de Mello	njm@stpauls.br	Science teacher
Renata Jupp	rj@stpauls.br	Prep cover teacher
Lee Ward	lw@stpauls.br	Director of Music
Christopher Newton	cn@stpauls.br	Music teacher
Ana Kristina Fabris	afj@stpauls.br	Music teacher
James Diver	jd@stpauls.br	Music teacher
Gary Willis	gw@stpauls.br	Director of Sports
Rogério de Luca	rdl@stpauls.br	Prep PE Coordinator
Andrea de Luca	adl@stpauls.br	Prep PE teacher
Ana Letícia de Moraes	alm@stpauls.br	Prep PE teacher
Patrícia Scoralick	ps@stpauls.br	Prep PE teacher
Renato Ribeiro	rar@stpauls.br	Prep PE teacher

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