



## St Thomas More's Primary School

*At Saint Thomas More's we provide  
quality education in a Christ centred community,  
promote a love of learning and nurture  
the potential of all.*



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# PARENT INFORMATION BOOKLET 2016



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*Centered in Faith and Learning. Inspiring Minds and Nurturing Hearts*

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## Introduction

This booklet is designed to introduce you to St Thomas More's Primary School.

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24 White Crescent  
(PO Box 36)  
CAMPBELL ACT 2612

Phone: 02 6249 8869  
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[www.stmore.act.edu.au](http://www.stmore.act.edu.au)

Principal: Mrs Julie Wiley  
Assistant Principal: Ms Nicole Mikkonen  
Religious Education Co-ordinator: Mrs Donna Victory  
Office Administrator: Mrs Julie Ogden

Parish Priest: Father Julian Wellspring

St Thomas More's Primary School community bases its decisions and actions on its belief that the school is a faith community promoting the values and teachings of Jesus Christ and the Catholic Church. The school aims to:

- create a Christian environment in which each child may grow and develop into a responsible and effective member of a family, school, parish and society, recognising and respecting the dignity of others;
- encourage each child to fulfil his/her potential by focusing on the total development of the individual child – spiritual, moral, social, emotional, intellectual and physical; and
- encourage self-discipline and the development of a positive self-image.

St Thomas More's has a current enrolment of 154 children. We have a dedicated, professional staff, who work hard to ensure that the programs offered are implemented to allow for the total development of each child. We base all our actions on Catholic beliefs and values.

If you would like any further information that is not included within this booklet, please do not hesitate to contact the Office Manager or the Principal.

## Our School

St Thomas More's Primary School, Campbell, established by the Sisters of the Holy Faith in 1961, is a Catholic Archdiocesan School that follows the guidelines and policies set down by the Catholic Education Commission of the Archdiocese of Canberra and Goulburn. Being a small school, we are able to provide a special opportunity for children to develop in a friendly atmosphere where the needs of each individual are recognised and catered for. As approximately 50% of our children come from Defence families, we are familiar with the challenges of relocation, and therefore endeavour to create a secure environment where all children grow in self-esteem and self-reliance. St Thomas More's is a parish-based school consisting of classes for children from Kindergarten to Year Six. The class structure consists of single grade and multi-age class groups.



## Our Vision



*Centred in Faith and Learning, Inspiring Minds, Nurturing Hearts*

### Teaching and Learning Excellence at St Thomas More's

Our teachers have a **heart** for the individual and a **mind** for possibilities. They understand best practice and explicitly teach concepts and skills. Learning is differentiated and individual differences are respected and valued. Our teachers are caring, nurturing and supportive.

### Our Students are **Curious, Collaborative** and **Connected**

We call this 3C learning.

**Curious learners** are inquisitive, engaged and enthusiastic. They take risks and ask questions. **They take responsibility for their own learning.**

**Connected learners** see the purpose and meaning of their learning. They make links between their existing knowledge and new learning. **They are connected socially as well as digitally.** Learning is authentic.

**Collaborative learners** work in teams and groups. **They make choices about their learning and assessment tasks.** They support other learners and celebrate achievements.

## School Mission

At Saint Thomas More's we provide quality education in a Christ centred community, promote a love of learning and nurture the potential of all.

## Accidents

Every care is taken to ensure that children are properly attended to in the event of an accident. All staff are first aid trained. Minor accidents, cuts, and bruises are recorded and treated in the Sick Bay. Parents are contacted where the injury is considered to be of a more serious nature. In the event that a serious accident occurs, parents are immediately contacted and if necessary medical attention is sought. The school will, in extreme circumstances, ring directly for an ambulance whether the parents can be contacted or not.



## After School Care Program

An After School Care Program is available during school terms between the hours of 3.00pm and 6.00pm. The Program is run by the YWCA in the School Hall.

The aim of the program is to provide children with a safe and inviting environment where they can explore interests, develop and practise skills and play with other children.

A weekly program is developed and implemented by the Assistant Director in cooperation with other staff. The program is evaluated regularly to ensure its appropriateness and effectiveness.

Families interested in enrolling their child/ren need to complete a registration form for the **St Thomas More's After-School Care Program**. Registration forms are available from the School Front Office or online at [www.ywca-canberra.org.au](http://www.ywca-canberra.org.au)

## Anaphylaxis

We currently have children enrolled who have a severe allergic reaction (anaphylaxis) to nuts. These students must not come into contact with any person who has been eating any type of nuts especially hazelnut, walnuts or peanuts.

To help create a safe environment for all children we ask that parents avoid sending food items that contain nuts, in particular, hazelnuts or peanuts. **ALL CHILDREN ARE ASKED TO AVOID THE USE OF NUTELLA AND PEANUT BUTTER AS A LUNCHEON SPREAD AT ALL TIMES.**

Parents are asked to keep in mind all food items when supplying snacks as nut traces are found in many of the popular muesli bars and snack bars. Nut traces are also found in some forms of lip balm, sunscreen, and body butters. While all teachers have received anaphylaxis training, we hope that such a skill is never required.



As a birthday is an important day in a child's life we acknowledge the importance of the day at the morning assembly. To further minimise the possibility of food related allergies occurring and to support our endeavours in promoting healthy eating, cakes are **not** to be sent in to be shared with the class.

## Assemblies

The whole school gathers for an Assembly in the quadrangle each morning after the bell. Birthdays are acknowledged at this time, as well as other notices relevant to the day's proceedings.

At various times throughout the year, the school community gathers in the hall for a special Prayer Assembly presented by a nominated class group.

The school also comes together for a Whole School Awards Assembly on Friday at 9.00am every second week, beginning Week 2. Our Year 6 Leaders present the assembly.

## Buses



ACTION and Deane's provide bus services to and from the school and route information is available from the appropriate bus company. If there is to be any variation from normal travel arrangements for your child, please send a note, not a verbal message. This is most important with small children. Children are fully supervised whilst waiting for buses and are escorted to their bus by the teacher on duty.

Children requiring regular bus transportation from NSW need to obtain a subsidy form from the Front Office.

Information about ACTION School Bus Services in the ACT can be obtained from the ACTION website [www.action.act.gov.au](http://www.action.act.gov.au) or by calling 131710.

Children crossing the road must use the designated school crossing.

## **Chaplaincy Officer**

The main areas of focus for the Chaplain at St Thomas More's is to:

- facilitate the connection of students within the school community and the wider community through positive learning experiences that have meaning and relevance for young people and their families;
- enhance the school's capacity to care for its members by providing the services of a dedicated individual who offers pastoral care and specialised programs;
- provide additional support to Defence Force families particularly during times of stress, deployment and upheaval;
- assist and mentor the staff on issues relating to peer pressure, bullying, anger management and learning support; and
- attend to the pastoral and sacramental wellbeing of students, staff and parents in collaboration with the Leadership Team.

## **Communication with parents**

Parents are always welcome to visit St Thomas More's to speak with the Principal or teachers. Free and open communication is valued and promoted.

For practical reasons it is essential that an appointment is made for all such meetings except in an emergency. The Office Manager can arrange an appointment with the Principal or Assistant Principal.

Appointments to see a child's teacher should be made out of teaching hours, and can be done via email to the teacher concerned.

## **Counselling Service**

A Counsellor from CatholicCare Canberra and Goulburn visits the school every fortnight to provide children and families with the opportunity to access counselling support should the need arise. Parental permission is required before a child can access this service.

# Curriculum



St Thomas More's Primary School offers a broad-based curriculum with emphasis given to the care and development of the child as an individual and a contributing member of a community. We recognise the vital place of Faith in the lives of students and are concerned with the awakening, nourishing and developing of this Faith within a sound general education.



The Australian Curriculum is designed to develop successful learners, confident and creative individuals and active and informed citizens. The Curriculum is concise and consistent in terms of language and support across all key learning areas. The whole curriculum recognises the central importance of disciplinary knowledge, skills and understanding; general capabilities and cross-curriculum priorities.

## Religious Education

We aim for children to be nurtured in the Catholic Faith and tradition within a Catholic Christian Community. As we are part of the Archdiocese of Canberra and Goulburn we follow the Archdiocesan Guidelines, 'Treasures New and Old'.



Every class sets aside a period of time during the day to focus on faith development.

Class Masses and Liturgies are conducted throughout the year and parents, grandparents and friends are most welcome to attend. Our Sacramental Program is 'Parish based, family centred and school supported'.

### Sacramental Program for 2016

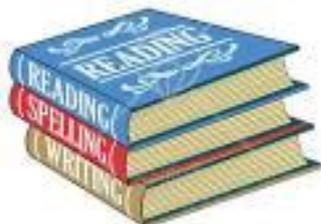
Reconciliation	Year 2
Eucharist	Year 3
Confirmation	Year 6



See the Parish Website for further information

<http://www.stthomasmore.org.au/>

## English



Our English Policy is based on the premise that literacy is central to learning and literacy skills are developed through the meaningful use of language. The key elements of our English Curriculum are – Talking and Listening, and Reading and Writing, which includes Spelling and Grammar.

The English curriculum is built around three interrelated strands of language, literature and literacy. Together, the three strands focus on developing students' knowledge, understanding and skills in listening, reading, viewing, speaking, writing and creating.

### Mathematics



At St Thomas More's there is an emphasis on the need for pupils to acquire a sound understanding of mathematical concepts, together with good language skills to further the communication of mathematical ideas and experiences. Maths experiences will encompass the following learning

areas – Number; Measurement, Chance and Data; Patterns, Space & Geometry.

### History and Geography

We promote learning through investigation, questioning, thinking, generalising and forming concepts. Through this process we aim to develop individuals who can be flexible, autonomous, co-operative and responsive to their changing social and natural environment, as well as being appreciative and tolerant of other cultures. Areas of study include

- understanding about Australia and Australians;
- recognising what it means to be a citizen within a democracy;
- world issues and events; and
- the making of informed choices about money and finance.



### Science

The teaching of Science focuses on developing students' capacity to

- be interested in and understand the world around them, and to reflect on and apply scientific knowledge to new learning situations and problems in personal, social and civic life and
- contribute to an environmentally sustainable future.



### Technology

Technology involves designing, making and appraising practical solutions that respond to identified opportunities, problems, needs or enterprising ideas. Using technology involves selecting and applying practical skills, techniques, tools and materials to create design solutions. Design solutions can relate to products, systems and built environments.

**BYOD** (Bring Your Own Device) in the school context refers to the practice of students bringing a personally owned electronic device to school for the purpose of learning.

The BYOD program runs in Year 5 & 6 at St Thomas More's. It's a portable learning solution which allows students to truly become 21<sup>st</sup> Century Learners. The link between home and school learning is bridged where students can complete digital tasks at home.

BYOD also offers digital citizenship learning in a safe environment, where students can be **curious, collaborative and connected**.

### The Arts

The Arts is concerned with developing students' capacity to create, present and appreciate a range of art forms, including dance, drama, music, visual arts and media.



### Health and Physical Education (PDHPE)



All children are encouraged to actively participate in physical activities designed to help maintain an adequate level of fitness, to improve gross motor skills and to introduce skills required for participation in leisure sports. It has been demonstrated that physical activity will not only achieve these ideals, but also enhance academic achievement.

Children are expected to participate in all activities with a spirit of good will and co-operation. As this is an integral part of the St Thomas More's curriculum, the teacher will require a note if your child is to be exempt from such a lesson.

Swimming is an essential component of the Physical Education program. Children in Years K, 1 and 2 take part in an **intensive swimming program** in Term 4. The cost for swimming is charged to school fees accounts.

To assist and encourage the development of fundamental game skills, children are also offered a range of specialised **training clinics** which may include AFL, League, Rugby Union, Tennis and Soccer.

Major School Sporting Carnivals include Swimming, Cross Country and Athletics.

As our school is an active member of the North Canberra Primary Schools' Sport Association, representative teams are selected to compete in Regional Carnivals for Swimming, Athletics and Cross-Country.

Children in Years 3 to 6 are encouraged participate in the Annual Catholic Carnivals held each year.

### KidsMatter

This year we commence the journey of becoming a KidsMatter school. KidsMatter is an Australian mental health and well-being initiative set in primary schools. It's a framework that helps take care of children's mental health by:

- creating positive school and early childhood communities

- teaching children skills for good social and emotional development
- working together with families
- recognising and getting help for children with mental health problems.

## Languages

A specialised Italian teacher provides instruction in Italian to all children from Kindergarten to Year 6. It is the intention to not only provide children with a taste of the mechanics of the language, but also of the culture. Each class group receives one 40-minute session per week. Funding for this programme is supported by a Commonwealth Community grant to promote community languages in schools, and funds from the Curriculum Levy.

## Learning Support

While our ultimate goal is to produce independent learners, we know some children need extra support to achieve this goal.

Early intervention is provided for children who have difficulty in acquiring skills of language and mathematics. This support takes the form of in-class assistance. We also aim to meet the needs of children who exceptional abilities. These children will be provided with opportunities within the classroom or in multi-age settings where they are able to work with other students, and through the Enrichment Program.

St Thomas More's Inclusion Policy ensures that children with disabilities are able to participate fully in the school program.



## Values Program

### Our Values

We treasure the life of Saint Thomas More through the values of Wisdom, Courage and Peace.

#### Wisdom

St Thomas More was a person of Wisdom. He loved learning and was a person of great intellect. He strived to seek the truth.

#### Courage

St Thomas More was a person of Courage. He persevered and stood up for what he believed in despite adversity and oppression. He had a strong faith in God.

**Peace** St Thomas More was a person of Peace. He forgave those who opposed him. He was God's servant first.

### **Library**

The St Thomas More's Library provides an environment that is conducive to educational and recreational purposes. It is staffed on a part-time basis.



All students from Kindergarten to Year 6 participate in a library lesson on a weekly basis. These lessons focus on fostering a love of books and reading, and developing information literacy skills that will enable students to become confident users of the library and its resources. Children are encouraged to borrow books during library sessions, and lunchtimes on the days the Teacher Librarian is in the school. Both these times are published in the school newsletter. Children in Kindergarten to Year 4 must have a Library Bag in order to borrow books.

At times the library sponsors visits by story tellers, authors and illustrators. Also, Book Fairs are held during the school the year. These provide an opportunity for family and friends to purchase from a selection of quality children's books. Book Fairs also assist with school fundraising - a percentage of sales remains with the school.

### **Information and Communication Technology**



Information and Communication Technology (ICT) is an integral component of children's education. This component of student learning focuses on how to use a range of technology to support their thinking, learning and communication. ICT broadly encompasses digital communication systems, including computers, associated peripherals devices and software.

ICT is integrated within the school curriculum in the form of the BYOD Program and each class has access to a set of IPADS.

As part of the Australian Government 'Investing in Our Schools Program', St Thomas More's has an interactive whiteboard in each classroom including the Library. This ensures that all students are provided with access to quality ICT.

### **Extra-Curricular Activities**

St Thomas More's strives to offer children a wide range of opportunities. These include:

**Public Speaking** – In Term 2 Children from Years 3 - 6 are invited to further develop their public speaking skills. Years 5 and 6 compete in the Rostrum Public Speaking Competition.

**School Performance/Dance Festival** – Every child participates in a school performance which takes the form of a dance festival or musical play. This occurs at the end of Term 3.

**Piano** – Qualified piano teachers are available to provide individual tuition.

**Violin** – A qualified violin teacher is available to provide individual tuition.



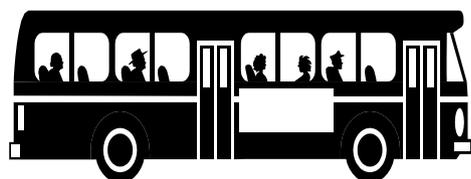
**International Competition and Assessment for Schools** - Each year children in Years 3 to 6 may participate in the International English, Writing and Mathematics Competitions developed by the University of New South Wales. Participation is optional, and at the discretion of parents. Entrance fees apply.

**Maths Olympiad** – The Australasian Problem Solving Mathematical Olympiad is offered to children in Years 4, 5 and 6 who would benefit from extension in Mathematics. The annual Olympiad has been operating in Australia since 1997. Each year, schools from all over Australia, New Zealand, Singapore and other neighbouring countries take part. The Olympiad consists of five separate contests held approximately one month apart, usually between May and September. Although students are competing against other members of their class and teams from other schools, they are primarily aiming for self-improvement, as the overall aim of the Maths Olympiad is to develop important mathematical problem solving skills in an enjoyable competitive environment.

## Homework

Each grade in the school will be issued certain activities to be completed as homework. Teachers will advise parents of homework expectations at the beginning of each school year.

## Excursions & Camps



Each class will participate in various excursions during the year, which complement the curriculum. Parents will be formally notified of the cost, destination, etc. A written parental permission form must be received by the organising teacher before children will be

permitted to participate.

Each year students in Year 5 & 6 take part in a three-day outdoor education camp at a location away from Canberra. The purpose of the camp is to promote team building and spirit, and develop leadership and interpersonal skills.

## Defence School Transition Aide

The DSTA :

- welcomes the student and family into the school community
- provides information on education assistance if the need is identified
- observes the student in the playground and encourages the development of friendships aiming to have the student feel that they 'belong' as soon as possible
- organises lunchtime craft and lego activities on a weekly class rotation basis to provide opportunities for Defence students to interact
- runs Relaxation Sessions to assist students in building resilience and coping skills
- is a point of contact for students and parents if they need assistance, reassurance or information.
- provides extra support when families have a parent on deployment or away for other reasons
- presents positive strategies to students in preparation of an upcoming move



The current DSTA is **Sonja Mingay**. Sonja can be contacted on 6249 8869 or [sonja.mingay@cg.catholic.edu.au](mailto:sonja.mingay@cg.catholic.edu.au)



## Kindergarten Medical Screening

Each year, the School Medical Service provided by ACT Health examines children from Kindergarten. The examination includes eyesight, hearing, posture and physical development. Any areas for concern are reported to parents who may then consult their own doctor for necessary follow up. Information about the testing, and Parental Permission Forms are provided to families early in the year.

## Medication at School

These guidelines apply to all medication other than Asthma Inhalers unless children are not able to self-administer this.



- No medication will be administered without written authorisation from the parents/guardian.
- Parents are responsible for providing in writing any amendments to medication regimes.
- Where possible parents are encouraged to arrange for medication to be administered outside of school hours.
- All medication must be kept in the Front Office and not in bags or the classroom. Variations to this procedure must have approval from the Principal.
- Medication should be delivered to the office at the commencement of the school day.
- It is the responsibility of parents/guardians to provide both medication and the means of administration e.g. spoon, cup etc.
- Medication must be supplied in original packaging where possible, or in a container clearly labelled with the child's name, the name of the medication, dose to be administered and frequency.

## Mobile Phone Usage at School

There may, in some instances, be a legitimate need for students to bring mobile phones to school. Phones are to be kept at the Front Office during school hours.

## Newsletter



Every Second Wednesday the school newsletter, *More News*, will be emailed to all families and uploaded onto the school Website and Skoolbag app. The Newsletter includes important information and upcoming events. "More Reminders" will be sent out on alternate weeks, outlining important dates and awards.

## Orientation Days

### Kindergarten Orientation Day

To assist with the transition to school, all new Kindergarten children are invited to attend an orientation session, usually late in November. This time will allow staff to familiarise the children with the general layout of school, and some regular routines. If staffing arrangements are finalised in time, the prospective Kindergarten teacher conducts the activities.

### First Weeks of Kindergarten

During the first 3 weeks of the school year, Kindergarten children have a rest day which is on a Wednesday. Parents will be required to arrange care for those days.

## Parent Network

As part of the schools endeavour to promote community and improve communication within the school community a *Parent Liaison Network* has been established throughout the school.

Each class group has a designated **Class Contact** who will assist with promoting effective lines of communication around the school and the development of community.

Possible roles of the **Class Contact** may include:

- Endeavouring to keep well informed of school events and fund raising activities so that they can act as a conduit or coordination point for organisation of events such as special lunches or support for a fundraising event.
- Organisation of a social event or promote a 'get together' amongst families for class group parents.
- Coordination of a class list with contact details for parents which includes parent email addresses.
- Contacting new families in the class group prior to, or at the beginning of Term 1.
- Providing support to the class teacher by encouraging parents to act as volunteers.

*Due to the Privacy Act schools are not permitted to provide any family details unless approval is given.* To assist in developing an accurate communication list, parents are requested to provide their contact details via a **Class Contact** letter.

## Pastoral Care

At St Thomas More's, our Pastoral Care and Student Management Policy incorporates a positive approach to discipline.

We believe that consistent and effective discipline practices and procedures will foster Christian values of justice, love and respect. By supporting students to develop self-discipline and self-worth, they will be encouraged to respect the rights and feelings of others, take responsibility for their own actions and co-operate with others.

We firmly believe that teacher/parent communication and co-operation are integral to the success of our Student Management Policy.

As a consequence we believe:

- each person should be treated with dignity and respect;
- all children have a right to learn and do their best;
- school should be a happy and safe place for all;
- we should respect the property of others;
- we should look after our school environment and equipment;
- we should value truth and justice; and
- we should feel proud of our school.

St Thomas More's identifies the following goals of discipline:

- Self control and self discipline
- Responsibility for one's own behaviour
- Respect for others' rights
- Fair and honest treatment of all
- A Co-operative, courteous and considerate school atmosphere.

We believe these goals will lead to a positive class and school environment.

## Reporting to Parents

Ongoing communication between parents and teachers is essential in providing the best education for children.

TERM 1	
Early Term 1	<p><b><u>Parent Information Evening + Information handout</u></b></p> <p>Each class teacher prepares an overview of the forthcoming year for his/her class. Information includes;</p> <ul style="list-style-type: none"> <li>• Curriculum Content Overviews</li> <li>• Homework policy</li> <li>• Request for parent helpers/volunteers if required</li> <li>• Class library day, computer etc.</li> <li>• School Rules</li> <li>• Class excursions planned</li> </ul>
Week 8	

	<b><u>Interim Report</u></b> / Parent Teacher Interviews
<b>TERM 2</b>	
<b>Term 2</b>	<b>Open Classrooms</b>
Week 9	<b>Semester Report</b>
Week 10	<b><u>Parent/Teacher Interviews:</u></b> A time set aside for child, parent & teacher to discuss general progress and attitude.
<b>TERM 4</b>	
Week 9	<b>School Report</b>
Week 9	<b>Parent/Teacher Interview as Required</b>

## School Community Council

The Catholic school community is a ministry of the wider Church. The mission of Catholic Schools is to proclaim the Good News of Jesus Christ. The first responsibility of the School Community Council is to strive to ensure that the school is truly Catholic.



**The Council has responsibility to provide advice in areas such as:**

- Catholic identity and character
- Academic Programs
- Physical Resources
- Leadership
- Financial
- Enrolment and Growth

## School Fee Policy

### Background

Enrolment of children at a Catholic diocesan school in the Archdiocese of Canberra and Goulburn carries with it the undertaking by parents/guardians to accept the obligation to pay **all** school fees. It is, however, a matter of Catholic Education Commission policy, that inability to pay school fees should never exclude any child from a Catholic school.

### Types of Fees

- **Enrolment Fee** – per child - payable when lodging Enrolment Form - **non refundable**.
- **School Tuition Fee** – billed per child, per term – is remitted directly to the Catholic Education Office.

- **Resource Levy** – billed per child, per term. This covers the cost of items purchased for individual student use i.e. text books, exercise books, classroom consumables, library materials, photocopy paper etc.
- **Information Technology Levy** – billed per child, per term –covers the purchase and maintenance of computer software, hardware and services current loan repayments on IT equipment purchased.
- **Curriculum Levy** – billed per child, per term –cover costs of specialised curriculum activities including gymnastics, dance and visiting school performances or excursions where the whole school attends.
- **Grounds Maintenance Levy** – billed per family, per term. This levy contributes towards the cost of general maintenance, salary for the school Janitor and mowing of the school grounds.
- **School Levy** – billed per family, per term –covers utilities and rates, cleaning materials, cleaner’s contract, equipment maintenance, first-aid materials, administration costs other than wages, professional development, curriculum and teaching expenses, classroom materials, etc.
- **Capital Improvement Levy** – billed per family, per term. This levy contributes to the cost of maintaining and purchasing of capital equipment .
- **Canberra Catholic Schools Building Fund** – billed per family, per term – is remitted directly to the Catholic Education Office. **Contributions are fully tax deductible.**

### School Fee Schedule for 2016 for St Thomas More’s Primary

Per Term	One student	Two students	Three students
CEO Tuition fee student	\$326.00	\$423.80	\$489.00
Resource Levy student	\$40.00	\$80.00	\$120.00
Curriculum Levy student	\$47.00	\$94.00	\$141.00
ICT levy student	\$30.00	\$60.00	\$90.00
Grounds levy family	\$20.00	\$20.00	\$20.00
Capital Improvement levy	\$25.00	\$25.00	\$25.00
Building Fund family	\$158.00	\$158.00	\$158.00
School Levy family	\$244.00	\$244.00	\$244.00
<b>Total</b>	<b>\$890.00</b>	<b>\$1104.80</b>	<b>\$1287.00</b>

Per Year	One student	Two students	Three students
CEO Tuition fee student	\$1304.00	\$1695.20	\$1956.00
Resource Levy student	\$160.00	\$320.00	\$480.00
Curriculum Levy student	\$188.00	\$376.00	\$564.00
ICT levy student	\$120.00	\$240.00	\$360.00
Grounds levy family	\$80.00	\$80.00	\$80.00
Capital Improvement Levy	\$100.00	\$100.00	\$100.00
Building Fund family	\$632.00	\$632.00	\$632.00
School Levy family	\$976.00	\$976.00	\$976.00
<b>Total</b>	<b>\$3560.00</b>	<b>\$4419.20</b>	<b>\$5148.00</b>

Facilities available for payment of fees are:

- B-Pay
- Cash
- Direct Debit
- Credit Card

***Payments may be made weekly, fortnightly or monthly, however Fees must be paid in full by the end of each Term. Please see the Front Office for more information.***

## School Grade Structure

Kinder  
Year 1  
Year 2  
Year3/4  
Year3/4  
Year5/6  
Year5/6

## School Hours

As St Thomas More's is an accredited Sun Smart school, our school hours have been modified to minimise the time the children are exposed to ultra-violet sunrays.

8.50 am – 11.00 am	Session 1
Mid-morning	Fresh Fruit Snack
11.00 am – 11.15 am	Supervised Eating Time
11.15 am – 11.30am	Morning Tea Break

11.30 am – 1.00 pm	Session 2
1.00 pm - 1.15 pm	Supervised Eating Time
1.15 pm – 1.40 pm	Lunch Break
1.40 pm – 3.00 pm	Session 3

## School Pick Up

Parents are requested to park in the Church car park before and after school. Children are supervised in the courtyard for afternoon dismissal. Parents are required to collect children from there.

## School Rules

**Play Safely**  
**Be Responsible**  
**Hands to yourself**  
**No Hat! No Play!**  
**Respect People and Property**  
**Stay within the school boundary**  
**Strive for your personal best and be a good example to others**

## School Term Dates

### 2016 Term Dates

<b>Term One</b>	<b>Monday 1 February</b>	<b>- Friday 8 April</b>
<b>Term Two</b>	<b>Monday 26 April</b>	<b>- Friday 1 July</b>
<b>Term Three</b>	<b>Monday 18 July</b>	<b>- Friday 23 September</b>
<b>Term Four</b>	<b>Monday 10 October</b>	<b>- Friday 16 December</b>

## Sun Safe & Hats

As part of the St Thomas More's Sun Smart Policy all students must wear a hat when playing outdoors all year round. This includes before school, recess, lunch and at any other outdoor school/class activity. The **NO HAT! NO PLAY!** applies at all times. Children without hats are to sit in the shade on the veranda. Children are not permitted to return to classrooms after classes have been dismissed to fetch hats or other items unless supervised by a teacher.

The school hat is a **bottle green legionnaire or bucket style**. During periods of extremely cold weather, it is permissible to wear a navy beanie. During July the children are permitted to play without a hat in line with the Cancer Council guidelines.

## Supervision

Supervision by teachers is provided daily from 8.20am until 3.30pm. For legal and safety reasons, children should not be on the school premises before 8.20am and must depart the school grounds as soon as they are released from school or their bus arrives. On arriving at school the children are required to wait quietly at the gate until the supervision teacher arrives to announce they are permitted to commence playing in the Courtyard.

Once at school children are not permitted to leave the school grounds during school hours without written permission from parents or carers.

Children who arrive late must be signed in by a parent/carer at the Front Office.

Parents wishing to collect their child/ren early must first report to the School Office to sign the Student Register, before collecting their child/ren from the class teacher.

## Uniform

Children are expected to abide strictly by our school's dress code by wearing full and correct uniform to school each day. We ask for the cooperation of parents in this matter. Occasionally, non-uniform days are held. Parents will be advised in advance via the newsletter.

Children are expected to wear

- **full school uniform** on Monday, Tuesday and Thursday and
- **sports uniform** each Wednesday and Friday.

Changes to these arrangements are advised via the Newsletter.

### General appearance

Children are expected to be neat and tidy at all times

- Jewellery, other than a watch, is not permitted. For safety reasons, if ears are pierced only plain gold or silver studs may be worn at school.
- Inappropriate hairstyles are not acceptable. Shoulder length or longer hair must be tied up.
- Nail polish is not permitted. Children will be sent to the office to remove nail polish worn to school.

### Labelling Student Items

Clearly label **all** your child's belongings with his/her name.

### Purchasing Uniform

**Savvy Schoolwear** have our entire uniform stock available for sale.

**SAVVY SCHOOLWEAR,**  
83 Lysaght Street, Mitchell  
6162 1032

or  
Shop 32 Homeworld, Soward Way, Tuggeranong  
(6293 4342 or 6293 9529)



**For your convenience school hats and second hand uniforms can be purchased at the Front Office.**

### ST THOMAS MORE'S UNIFORM CODE

#### **GIRL'S SUMMER UNIFORM: TERMS 1 & 4**

Dress or Shorts & Shirt	Standard Catholic Primary School Summer Dress or Girls Navy Blue Long Line Shorts with a Sky Blue Polo Shirt
Ankle socks	White
Shoes	Black leather shoes - lace up, buckle or boot – NO JOGGERS
Hair Accessories – bands, ribbons, scrunchies	Navy or maroon
Hat – legionnaire or bucket style	Bottle Green
School Bag	Navy backpack

#### **GIRL'S WINTER UNIFORM: TERMS 2 & 3**

Tunic or Slacks – Half elastic or full elastic waist	Standard Catholic Primary Pinafore or Navy trousers. <b>(No corduroy or tracksuit pants)</b>
Peter Pan Blouse or Skivvy	Sky Blue
Stockings	Navy
Ankle Socks	White
Shoes	Black leather shoe – lace up, buckle or Boot – NO JOGGERS
Hat- legionnaire or bucket style	Bottle Green
Winter Jacket	Navy Polar fleece with embroidered school crest
Scarves or beanies	Navy
Hair Accessories – bands, ribbons and scrunchies	Navy or maroon

#### **BOY'S SUMMER UNIFORM TERMS 1 & 4**

Shorts	Navy
Shirt	Sky Blue Polo
Ankle socks	Navy
Shoes	Black leather shoes, lace up, buckle or boot – NO JOGGERS

Hat – legionnaire or bucket style	Bottle Green
School Bag	Navy backpack

### BOY'S WINTER UNIFORM: TERMS 2 & 3

Trousers – Half elastic or Full elastic waist	Navy trousers. <b>(No corduroy, cargo or tracksuit pants)</b>
Skivvy or long sleeved polo top	Sky Blue Sky Blue
Ankle Socks	Navy
Shoes	Black leather shoes – lace up, buckle or Boot – NO JOGGERS
Jumper – Sweatshirt	Round neck style – Maroon
Hat- legionnaire or bucket style	Bottle Green
Winter Jacket	Navy Polar fleece with embroidered school crest
Scarves or beanies	Navy

### Sports Uniform – Boys and Girls - All year round

Shorts	Unisex - Bottle Green <i>Girls may wear Netball skirt or skort – bottle green</i>
Shirt	White Polo with embroidered school crest
Skirts, skorts or Shorts - Girls	Bottle Green
Ankle socks	White
Winter Jacket	Navy Polar fleece with embroidered school crest
Hat – legionnaire or bucket style	Bottle green
Shoes	Joggers – <b>White</b>
Hair Accessories	Bottle Green

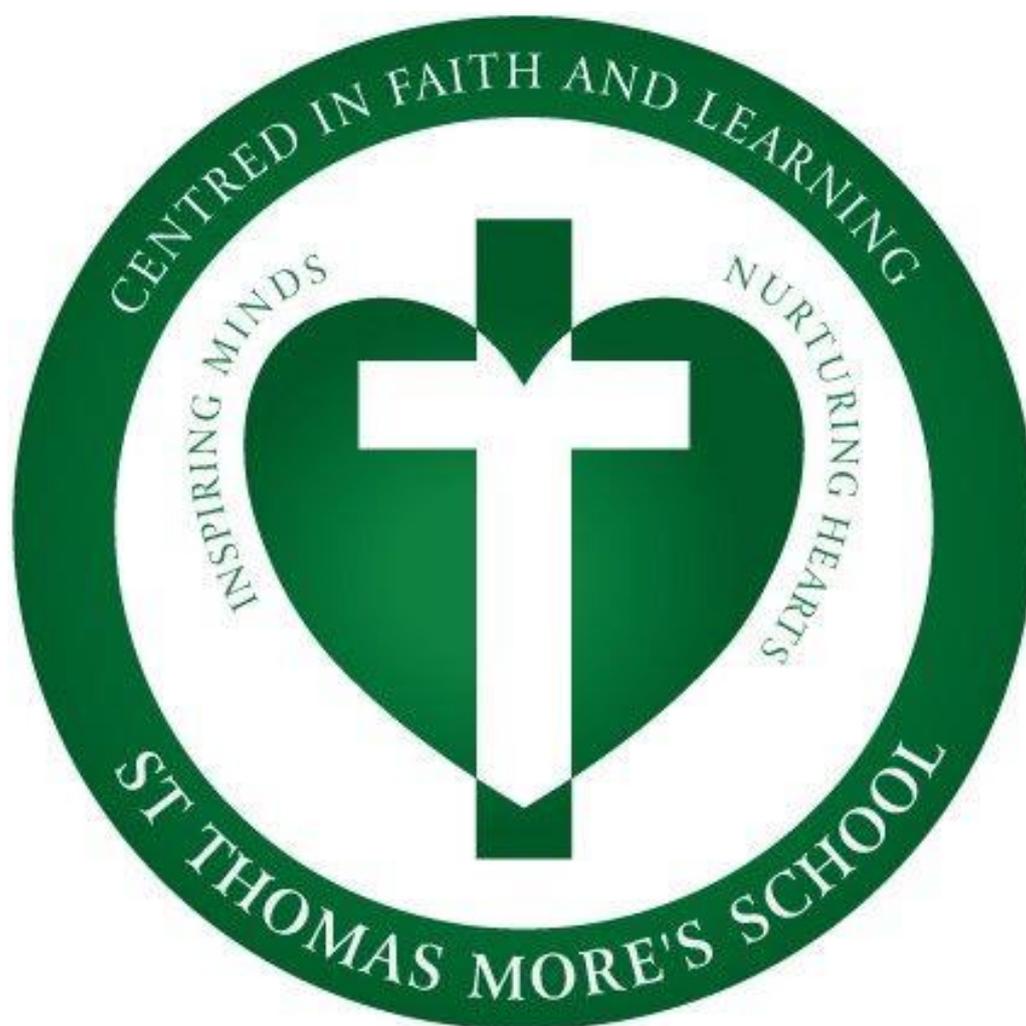
## Visitors to the School

All visitors to St Thomas More's Primary School are required to report to the Front Office on arrival.

## WWVP ( Working with Vulnerable People)

All volunteers who work at the school in any capacity (carnivals, classroom help, running club etc) are required to have a current WWVP card. A photocopy must be lodged at the front office prior to volunteering for classroom help.

***The Principal, staff, students and parents offer you a warm welcome to our school community.***



# ***Notes***

# **Notes**

