

# Parent Handbook



## St Therese's Catholic Primary School MONTTO

We do Manners  
We do Respect  
We do play Nicely  
We LEARN!

St Therese's Catholic Primary Catholic School - Montto  
email: [stm@rok.catholic.edu.au](mailto:stm@rok.catholic.edu.au) Telephone 41661654



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# Welcome to St Therese's

Welcome to St Therese's Catholic Primary School. Our school's Vision and Mission Statement encourage the development of partnerships between parents, school and the wider community.

Education is always changing due to government, system and internal influences. With education constantly evolving, our school aims to provide an education for your child that represents the current curriculum initiatives.

I would encourage you to become involved in your child's education. Our teachers are always willing to discuss your child's progress and learning needs with you. There are several committee and other events that parents and friends are able to attend and parent help in classrooms and within the general school is always welcomed.

St Therese's Catholic Primary School prides itself on being a family community and is well known for the family atmosphere it has created and continues to nurture. One of the strengths of St Therese's Catholic Primary School is our community spirit and the way we support each other. Due to the smaller size of our school, the welcoming nature of the students, parents and staff; and the fact that we emphasize the importance of family and the values of Catholic Education, our students are able to learn and grow in a supportive and caring environment. We celebrate the lives of all of those in our school community – not just the children!

The purpose of this booklet is to further acquaint you with various aspects of the life of the school. Please do not hesitate to contact our school Principal if you have any further questions. I am sure you will find and continue to find your association with the St Therese's family a most rewarding experience.

## Mission and Vision

### Vision Statement

At St Therese's Catholic Primary School we aspire to follow the teachings of Jesus to develop compassionate members of the global community who will embrace wisdom, lead innovation and be inspired by St Therese to make a difference by doing little things for others.

### Mission Statement

At St Therese's Catholic Primary School:

- We Make Jesus Real;
- We follow the charism of Nano Nagle;
- We do Manners, We do Respect, We play Nicely, We Learn;
- We actively encourage Growth and Reflective Mindsets;
- We foster Belonging, Connecting, Learning within and outside the school community;
- We emphasise the value of individuality and encourage students to reach their full potential.

## Catholic Education Office

The Diocese of Rockhampton covers an area of approximately 415 000 square kilometers. Catholic Education in the Diocese of Rockhampton is committed to high quality teaching and learning for 16 200 students who are enrolled in Kindergartens, Catholic Primary Schools and Colleges from Bundaberg to Mackay and west to Longreach.

Our 8 Kindergartens, 31 Primary schools and 8 Colleges are founded on a strong Catholic ethos enabling the spirit of Jesus Christ to permeate all aspects of life in our educational communities.

Bishop Michael McCarthy was ordained as bishop of the Diocese of Rockhampton in 2014.

### Catholic Education Office

143 West Street (PO Box 524)  
Rockhampton Q 4700

Telephone: 07 4931 3600

Email: [reception@rok.catholic.edu.au](mailto:reception@rok.catholic.edu.au)

Web: <https://www.rok.catholic.edu.au/>



## History



### Our School Story

St Therese's Catholic Primary School is a small school situated in the rural community of Monto, within the Diocese of Rockhampton in Central Queensland. The school caters for students from Prep (Preparatory Year) to Year Six. Our school has strong links with the St Therese's Parish community.

We encourage all members of the school community to have a faith-filled commitment to the teachings of Jesus Christ. As a community we strive to create an environment dedicated to enriching the development of the social, emotional, physical, intellectual and spiritual capabilities of each individual.

Our beliefs about learners and learning are informed by the Diocesan Learning Framework. Through the implementation of an Inclusive Curriculum, we endeavour to develop lifelong learners who:

- ◆ value and encourage each others special talents;
- ◆ use Christian values to shape their lives;
- ◆ contribute to the life of the parish and their communities.

St Therese's Catholic Primary School supports the philosophy of an integrated approach to curriculum. We share a belief that this approach to learning will:

- ◆ Be an effective means of creating a greater sense of purpose in the learning process by making clear connections between the key learning areas;
- ◆ Guide learners towards a positive and real life experience of the world.

Our Mission Statement is the very essence of our vision – making this statement a living and visible presence in the everyday life of the school.





## Term 1

1. **Welcome BBQ: Friday, 22nd January at 12:30pm.** Before the 2020 school year commences, we will have a Welcome BBQ. This is an opportunity to meet teachers, new families and drop the students' books off to school to ensure a smooth transition on the first day.
2. **Beginning of year Mass:** A Mass is conducted where we induct our new leaders and hand out their leadership badges.
3. **Swimming:** Children attend swimming lessons as part of the school curriculum. They come to school fully dressed in their daily uniform and get changed at school unless otherwise informed by the class teacher.
4. **Swimming Carnival:** All children attend dressed in their house colours with their swimmers underneath. Parents are also invited to participate in the 'Salmon Run' where everyone jumps in the pool to gain points for their child's house. Date Week 5, 22nd Feb.
5. **Bishop's In-service Day: Monday, 15th February,** all teachers and teacher aides travel to Gladstone. The school is closed for students. Due to COVID restrictions—ZOOM.
6. **Ash Wednesday: 17th February,** children attend Mass or a liturgy to mark the start of Lent, a time where we prepare for Easter.
7. **Open Night:** Generally, on the last Thursday of Term 1 (Date TBC), we gather as a school community for Open Night. The teacher's open their classrooms to give students an opportunity to share their work with their parents. We then have an Awards assembly and after the formalities, we share a BBQ. **Students wear full school uniform. CANCELLED DUE TO COVID.**
8. **Holy Week Celebrations:** Throughout the last week of school we prepare for Easter with a number of liturgies.
9. **Monto District Cross Country:** Generally held on the last day of Term 1. All of the schools in the Monto district meet at the Combined Sports Oval. Race distance is determined by child's age. **Children wear full school uniform.**





## Term 2

1. **ANZAC Day March:** As a school we gather outside the RSL and march to the Memorial Park. **Students wear full school uniform.**
2. **NAPLAN on-line testing:** *11th—21st May.* The testing takes place for our Year 3 and Year 5 students. Breakfast provided (generally, a sausage on bread) for all Yr 3 and Yr 5 students. 2021 NAPLAN will be delivered on-line in accordance with QCAA.
3. **Monto Show:** Saturday 22nd May: Students are invited as a fundraiser for the school to do the wood chop clean up. They receive a free pass into the show in return for 1 hour of cleaning up. **Students wear full school uniform.**
4. **Athletics Carnivals:** The children participate in our school athletics carnival. **The children come dressed in their sporting house colours.**  
**Monto Combined District Athletics Carnival:** The schools around Monto meet at the Monto State School for a day of competition. **Children wear full school uniform.** At this carnival, 10—12 year old children are eligible for selection for the North Burnett Team. If selected, children compete for the Monto team. **They must wear a Monto District Sports Shirt (available from State School—cost involved).** Children can then be selected in the North Burnett Team and travel to the Wide Bay Trials. **Children wear a North Burnett Shirt if selected at this level.**
5. **Mother's Day: 9th May.** We hold a special event to honour all Mothers at school. Mother's Day stalls are held over a few weeks before date.
6. **Abercorn Goodwill Games:** This carnival is a wonderful weekend event held at Abercorn State School. Our students are invited to attend this event and represent our school. **Students wear full school uniform. Parents organise their child/ren's travel to and from.**
7. **Open Night:** Generally held on the last Thursday of Term 2, we gather as a community for Open Night. Teachers open the classrooms so the children can share their work with their parents. An award presentation is held and afterwards, we share a meal. **Students wear full school uniform.**
8. **eReport cards** are accessed on-line through ParentLounge. At commencement of enrolment, parent/carers receive username and password. If having issues in accessing the site please contact the office. PLEASE NOTE: This is only available while students are enrolled at the school. Available end of last week of Term 2.





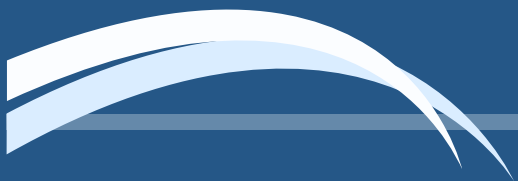
## Term 3

1. Parent teacher interviews are conducted at the beginning of Term Three.
2. **School Photos** are conducted in Term 3 this year.
3. **Challenge Cup: 14 - 16th July**, the Year 5 and 6 students have the opportunity to represent our school in either a Rugby League or Netball competition for 3 days in Yeppoon. Parents take their child to and from the carnival. Many families treat it as a family holiday!
4. Catholic Education Week takes place in Week 3 of Term 3 every year. Celebrations are normally held on a Friday. We have a school Mass, followed by an Open Day and Grazing on the Grass. We invite the following years' Prep students, residents from Ridgehaven and families within our community to join us.
5. **Father's Day: Sunday, 5th September**, we have a Father's Day liturgy and invite all Dads, Grandads and the men who take the role of a father in our children's lives, to stay for playtime and a BBQ with their children.
6. **Year 6 Camp:** The Year 6's attend their final camp for Primary School—this year they will be attending the Hervey Bay environmental area in the last week of Term 3.
7. **Open Night:** In the last week of school we gather as a community for Open Night. The teacher's open their classrooms to give students an opportunity to share their work with their parents. We have an Awards assembly and afterwards, share a meal together. **Students wear full school uniform.**



## Term 4

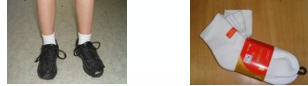
1. **Swimming:** Children attend swimming lessons as part of the school curriculum. They come to school fully dressed in their daily uniform and get changed at school unless otherwise informed by the class teacher. Starts each Tuesday Wk 2 to Wk 7.
2. **Yr 4/5/6 Combined School Sports**—Starts Wk 1 Fri 8th October and concludes Wk 6, Friday 12th November.
3. **Leadership Camp:** Year 5 will attend a Leadership camp at Chaverim Camp in Bundaberg, in preparation for their role as leaders of our school. Wk 7 15/16/17th November.
4. **Gymfinity—Sporting Schools**— Wk 8 Tuesday 23rd —Wednesday 24th November.
5. **Life Education Van**—Wk 8 Wednesday 24th—Thursday 25th November.
6. **Celebration Night:** At End of Year Celebration we all gather as a community for Celebration Night. End of Year Awards are announced, and the children perform a concert which they have prepared throughout the term. Following, we share a BBQ together. Week 8, Thursday 25th November.
7. **St Therese's Fair:** St Therese's school community and P&F and St Therese's Parishioners' organise the St Therese's Christmas Fair. Wk 7, Friday 6pm 19th November.
8. **Graduation Mass:** A Graduation Mass is held for Year 6 before the last week of school. The Year 6 students and their families then attend a Graduation Dinner where we celebrate the end of their primary schooling. Wk9, Sunday 5pm 28th November.
9. **eReport cards** are accessed on-line through ParentLounge. At commencement of enrolment, parent/carers receive username and password. If having issues in accessing the site please contact the office. PLEASE NOTE: This is only available while students are enrolled at the school. Wk 8, Friday 26th November available after 5pm on ParentLounge.
10. **Fun Day—Last Day of School :** The last day of school is a day of fun for our students. The venue is determined, activities are organised and morning tea and lunch are generously provided by the P&F. It is a wonderful way to end the school year. Wk 9, Wednesday 1st December, 2021.



## School Uniform Expectations



**Hat:** Broad brim royal blue hat—must be worn during PE, Play outside and in under-cover area and Excursions.



We are a SunSafe School

*-available from the school office*



**Socks:** Plain white ankle socks (just above the shoe)



**Shirts:** Polo dress collared shirt

*-only available from the school office*



**Boys shorts:** Royal blue shorts

*Available at school office*



**Girls skorts:** Royal blue stubbies skorts

*Available at school office*

### Shoes



**Unisex shorts:** Available from school

### Jewellery

- ◆ Girls Earrings – one pair of studs or sleepers
- ◆ Additional body piercings are not permitted for any student.
- ◆ Chain with cross or religious medallion under shirt/dress.
- ◆ Watches

### Hair

- ◆ Minimum cut – gauge 2 (no shorter). No tracks and no rat's tails. If any doubt exists, a student should check with the Principal before having a style change.
- ◆ Boys – collar in length, short on sides, conservative in style and natural in colour. Styles to be worn off the face.
- ◆ Girls – to be natural in colour and hair below shoulder length must be tied back. All styles must be worn off the face. White, blue or black hair bands, ribbons, hair ties and clips.

### NOT PERMITTED

- ◆ Rings
- ◆ Bangles, bracelets or anklets
- ◆ Make-up and nail polish







## Student Absence

Parents are to ensure the regular attendance of their children. Electronic Rolls are marked twice daily (morning and afternoon) in accordance with State Department Regulations.

Please advise the school if your child is going to be absent from school, and the reason for the absence. A note or email to the child's teacher or a phone call to the school is required.

Parents wishing to take children away for an extended period must inform the Principal of their intention.

If a child is absent from school without explanation, an SMS will be sent out to parents after the Roll have been marked.

## Guidelines for Parents

As a general rule, students are not permitted to leave the school grounds once they have entered them. If parents request that their children come home for lunch for example, a written request addressed to the Principal, which has been signed and dated by the parent is required.

It is preferred that dental and medical appointments are attended out of school time wherever possible. The school understands that this cannot always be arranged. If your child will be absent during school time for appointments, please advise the class teacher in writing, or contact the school .

If the drop off and pick up times cannot be adhered to at any time, please contact the school and make alternate arrangements. If no contact is made, we will endeavor to contact the parents or the appointed next of kin to ensure the safety of the child. **The school takes no responsibility for students who enter the grounds prior to 8.20am or who remain behind after the last bus has departed.**

Parents are asked to label all clothing and personal property clearly. The school takes no responsibility for lost personal property. There is a lost property basket in the front office for any items collected.

Swimming lessons, music, sporting activities, LOTE and/or arts council performances are part of the school curriculum. A written explanation from parents is required if your child is absent from these lessons.

Please inform the Principal of any changes of personal details or circumstances that would need to be noted on our records e.g. telephone number, address, medical history etc.

Technology devices such as mobile phones and iPads must be handed in to the office upon arrival and collected before leaving the school in the afternoon. Smart watches with a SIM must be switched to airplane mode during school hours.

## Parent Help

Parent/carer help in the classroom and around the school is welcomed and appreciated. On occasion, working bee's are held and any assistance you are able to give is very much appreciated.

Children love to see parents, grandparents and friends in and around their school! Please make contact with your child's classroom teacher or the Principal and they will advise you of where help is needed and any Blue Card requirements.

**PLEASE ABIDE TO COVID REGULATIONS PUT INTO PLACE!**

## School Fee Assistance:

Our Catholic Education policy on school fees states that, no student should be excluded from a Catholic school because of the inability of their parents/carers/guardians to pay the prescribed fees.

Families with more than one child in the same or other primary or secondary Catholic schools in the Diocese of Rockhampton, receive fee discounts as described in the 2020 Tuition Fee Schedule above.

In 2017 a Concession Card Discount was introduced to further support families in our schools. Parents/carers with an eligible means-tested Australian government health care or pensioner concession card will automatically receive a 70% discount on tuition fees. See Fee Discounts and Concession Card Discount FAQs for further information.

Furthermore, new or existing parents, who are experiencing financial hardship, and may or may not hold a concession card, are encouraged to discuss alternate fee discounts directly with their school principal, who will treat the situation confidentially.

Details are available from the school or by contacting your Principal.

## ST THERESE'S CATHOLIC PRIMARY SCHOOL

### 2021 SCHOOL FEES AND LEVIES

Why School Fees are necessary?

Federal and State government acknowledge the right of parents to choose the school which best suits their children's needs for educational, religious, cultural or other reasons.

However, in comparison with funds spent on children in government schools, government funds committed to non-government schools remain limited. Your contribution through school fees is essential to the continued operation of your Catholic school.

### 2021 Tuition Fee Schedule

#### Tuition Fee Per Student

Students in Catholic Schools	One	Two	Three	Four or more
Discount Percentage	0.0%	12.5%	35.0%	50%
PRIMARY—per week	\$33.00	\$28.88	\$21.45	\$16.50
PRIMARY—per term	\$330.00	\$288.88	\$214.50	\$165.00
PRIMARY—per year	\$1320.00	\$1155.00	\$858.00	\$660.00

#### Diocesan Primary Schools - Building Levy \$384.00 per family per year

Each family will be charged a building levy of \$96.00 per term in conjunction with normal school fee billings. As this forms a collectable part of school fees, no tax deduction is possible.

#### School-Based Levies

##### Consumables Levy - \$70 per student per year.

This levy covers curriculum resources, library books and printing costs. The School Board sets this levy—to be no greater than 25% of the non-discounted tuition fees per student.

**Technology Levy**—\$90 single student family or \$150 per two or more children per year. This levy is used to maintain and improve the standard of technology resources in our school. The levy is not included as part of the 25% as in general levies.

##### Parents and Friends Levy—\$25 per family per term.

This levy is used primarily to maintain and improve the standard of resourcing in our school. Each family will be charged \$25 per term. Our P&F Association believes that the most fair and equitable way to realise funds required to resource the school is by means of a levy system in place of major fundraising.

#### School Fee Assistance:

If you require further assistance, the Catholic Education—Diocese of Rockhampton 'Fees and Levies' policy states: "No students should be excluded from a Catholic School because of the inability of their parents to pay the prescribed fee—in whole or in part."

Families may be eligible for school fee assistance under the **Concession Card Tuition Fee Discount** and/or the **Principal's Concession Scheme**.

##### Concession Card Tuition Fee Discount

A 70% Tuition Fee Discount is available for 'means tested' government Health Care and Pensioner Concession cards. These cards must meet eligibility criteria for this concession to apply.

##### Principal's Concession Scheme

Total or partial exemption from the payment of fees and levies is available on application to the Principal to ensure that confidentiality is maintained.

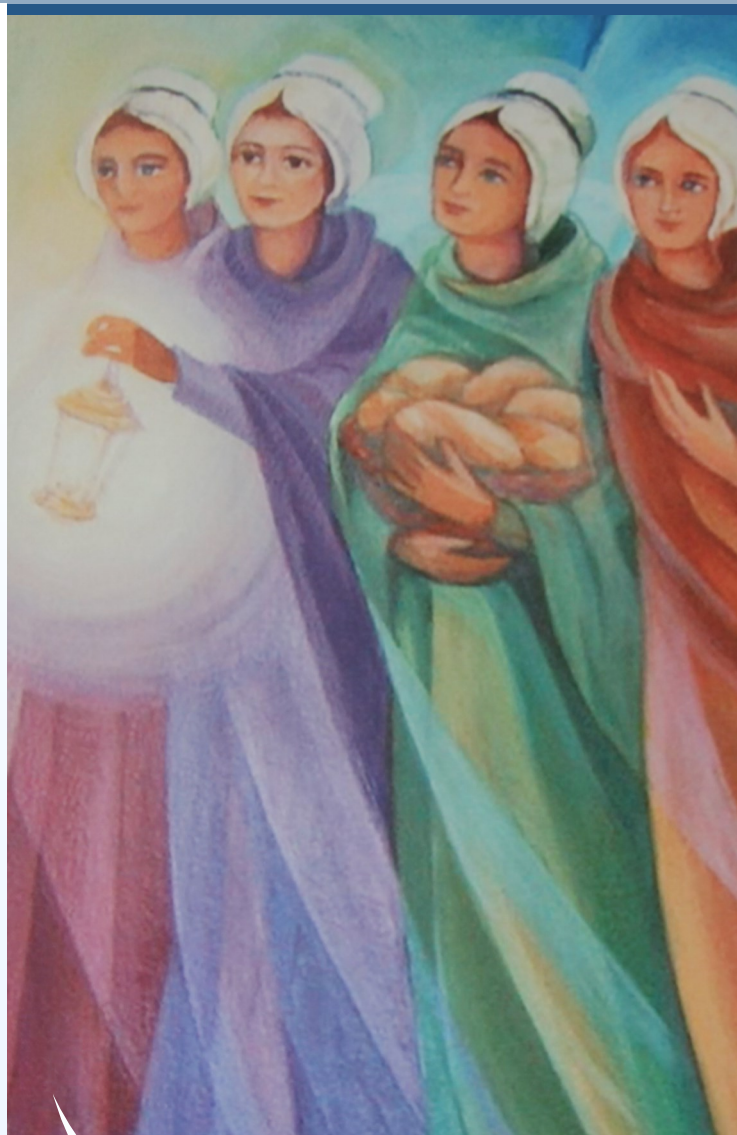
#### For further information:

Details are available from the school or by contacting your Principal.



## Staff List

<b>Parish Priest:</b>	Fr Simeon Uchendu
<b>Pastoral Council Contacts :</b>	Mrs Mary Anne List
<b>Principal:</b>	Ms Doiya Knapman
<b>APRE:</b>	Miss Renee Maliborskij (Acting)
<b><u>ANCILLARY:</u></b>	
<b>Administration Officer:</b>	Mrs Lorraine Muller
<b>Cleaner:</b>	Mrs Mabelle Alcoreza
<b>Facilities Officer:</b> ( <i>Ground's Person</i> )	Mrs Tracey Larsen
<b><u>TEACHING STAFF:</u></b>	
<b>Prep:</b>	Miss. Renee Maliborskij & Miss Rebecca Place
<b>Years 1/2/3:</b>	Miss Khia Whelan
<b>Years 4/5:</b>	Mrs Jo Stark & Miss Brigid Connolly
<b>Years 6:</b>	Mrs Sonya McCall
<b>Learning Support &amp; NCCD:</b>	Miss Rebecca Place
<b>Specialist Teacher (PE ):</b>	Mrs Jo Stark
<b>Specialist Teacher (Music):</b>	Miss Rebecca Place
<b><u>SCHOOL OFFICERS:</u></b>	
<b>Teacher Assistant:</b>	Mrs Kellie Farmer
<b>Teacher Assistant/ Library Assistant:</b>	Mrs Helene McCracken
<b>Teacher Assistant:</b>	Mrs Rebecca Glasgow
<b>Teacher Assistant:</b>	Miss Jemma Evans



## St Therese's Catholic School

Rayleigh Street  
Monto, QLD, 4630

07 41 66 16 54 ph

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