

## Contents

2. Mission & Vision Statement
3. Enrolment Policy
5. Homework Policy
7. Anti-Bullying Code of Conduct
12. Complaints & Grievances Policy
16. Parent School Relationships Code of Conduct
17. School Advisory Council & Parents & Friends
18. School Hours
29. Traffic Procedures
20. Uniforms
22. Communication
23. Library
24. Administrative Details
26. School Fees



Please do not pack nuts or nut products in your child's lunchbox.



# **ST THOMAS MORE SCHOOL**

## ***MISSION AND VISION STATEMENT***

### **OUR MISSION**

St Thomas More Catholic School is a child-safe school that offers an educational foundation, which is united in faith and committed to developing the whole person to live, learn and thrive in God's love.

### **OUR VISION**

As a community of learners we will strive to:

- Achieve excellence in education in a Catholic faith community
- Nurture the spirit, mind and body of each learner
- Provide a stimulating and collaborative learning environment preparing all for lifelong learning
- Empower learners to meet the future with confidence and resilience



## St Thomas More School

### Enrolment Policy

#### Rationale

St Thomas More School embraces the mission of the Church by welcoming the enrolment of all students and families who share their vision and educational philosophy. Inspired and governed by the message and person of Jesus Christ, and committed to the physical, intellectual, social and spiritual development of each person. St Thomas More School provides Catholic education of the highest quality to its students.

#### Policy Statement

The Enrolment Policy aims to provide clear and consistent guidelines for the enrolment of students into St Thomas More School and is in line with Ballarat Diocesan School Advisory Council Enrolment Policy.

Catholic children living in the community of St. Patrick's Cathedral Parish will normally have the right to a place in St Thomas More School, providing there is a place available. St Thomas More School is welcoming to those families who may not be Catholic but who share the understanding of the Catholic school described above.

#### Principles:

- As a Catholic school, St Thomas More School has a particular responsibility to provide access to children baptised in the Catholic faith.
- St Thomas More School is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling. While there is an invitation to all, the practicalities of being able to accommodate enrolments beyond current physical facilities may be limited by available resources.
- Students other than Catholics will be considered for enrolment provided this does not result in the exclusion of Catholic students (see enrolment criteria).
- St Thomas More School actively seeks to engage families and carers as partners in their child's education process and the life of the school in an atmosphere of co-responsibility and co-accountability.
- All parents will be required to give an understanding that they will respect the life, nature and identity of the school.
- All students will be expected to participate fully in all aspects of school life including participation in the religious activities of the school.
- St Thomas More School is an inclusive and therefore welcoming school that accepts and supports those most in need.

- St Thomas More School will provide Catholic education that is in accordance with diocesan, state and commonwealth educational policies and standards.
- While it is important that parents appreciate their responsibility to pay such fees and levies, as are determined by St Thomas More School Advisory Council, it must be pointed out that no child will be excluded from the school or school activities because of non-payment of such fees and levies.

## **Enrolment Selection Criteria**

### ***Starting School: Foundation***

By law, children must have turned five by the 30th April of their first year of school.

Enrolments will be allocated in the following order of priority:

- Siblings of children already enrolled in the school will be given priority
- Baptised children who are resident in the St Thomas More School parish.
- Baptised children who do not reside in the parish but are recognised as parishioners by the governing authority.
- Baptised children of Catholic families from parishes that do not have a Catholic school.
- Baptised children of Catholic families from other parishes (for pastoral reasons).
- Children not baptised from families in the parish with one parent a baptised Catholic
- Baptised children of Christian families who reside in the parish.
- Baptised children of Christian families who reside outside the parish.
- Children from a faith background other than Christian or other pastoral considerations

### ***Other Year levels***

- Catholic students who wish to transfer from another Catholic or government school will be considered as a priority according to criteria for Foundation enrolments and may take into account any additional circumstances. If it is not possible to offer a place, the school will assist in providing information regarding enrolment in nearby Catholic schools.
- Baptised students of Christian families or of other faiths who wish to transfer from a Catholic or government school will be considered according to criteria for Foundation enrolments and may take into account additional circumstances. The enrolment will depend on a place being available and does not result in the exclusion of a Catholic student. If it is not possible to offer a place, the school will assist in providing information regarding enrolment in nearby Catholic schools.

- It is expected that St Thomas More School is provided with all relevant information on a transferring student. The school may request to make contact with the student's current school.

## **Enrolment Procedures**

- Each Catholic school is responsible for its own enrolment policy and procedures. Enrolment at a Catholic primary school does not guarantee enrolment at a Catholic secondary school.
- The principal will consult with the governing authority on all matters pertaining to enrolment.
- Annual enrolments dates, forms and procedures for Prep (Foundation) students and other year levels will be available on the school website and advertised in school and parish newsletters and community news.
- A timeline will be available indicating when enrolments forms must be lodged, interview dates, notification of enrolment outcome and acceptance date. This will be provided on school website and updated annually.
- The school will provide parents with the fees policy and procedures at the time of the enrolment enquiry (see Fees and levies).
- The principal on behalf of the governing authority will interview all parents and the child/children they wish to enrol at St Thomas More School
- Students enrolling in St Thomas More School are enrolled under the proviso that all students participate in the religious activities of the school.
- Parents wishing to transfer their child from another school will be required to complete an "Application for Enrolment when applying from another Primary School".
- When enrolling students whose previous school was interstate, St Thomas More School will use the protocols of the Interstate Student Data Transfer Note (ISDTN).
- St Thomas More School welcomes parents who wish to enrol a child with additional learning needs. The process for enrolling students with special needs or with a disability is the same as that for enrolling any student in accordance with the Enrolment Process Flowchart. St Thomas More School will comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs.
- During the process of enrolment the particular learning needs of the student will be discussed. Parents have a responsibility to disclose all factors and relevant reports that impact on the child's learning needs and potential resource requirements.
- All prospective enrolments will require relevant documentation with their enrolment form including birth and baptism certificates, an Immunisation History Statement from the Australian Immunisation Register (primary schools), visa (if relevant) and parenting orders (if relevant). Failure to provide a History Statement from the Australian Immunisation Register will result in the enrolment not being accepted.
- All information gathered will be maintained according to the Privacy Act 2000.

- A Register of Enrolments containing all necessary information will be maintained at the school.
- Any concerns about the implementation of the enrolment policy at St Thomas More School may be referred to the Catholic Education Office Ballarat for advice.

### **Fees and Levies**

- St Thomas More School Advisory Council recommends to the governing authority the fees and levies. While it is important that parents appreciate their responsibility to pay, no child will be excluded from the school or school activities because of non-payment of such fees and levies.
- The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning.
- If a family is experiencing difficulty in meeting the required fee payment, it is the responsibility of the parent/s to contact the school as soon as the issue arises.
- Families may also be able to access the *Family Fee Assistance Scheme*.
- Additional fees for optional extra-curricular/special educational experiences such as private music must be paid. In some cases, an outside provider will bill the family directly.
- School fees and levy structure will be contained in the enrolment package.

### **Appealing an Enrolment Decision**

- An appeal of the enrolment decision can be made where a family believes that a breach of the school enrolment policy or a breach of the relevant legislation has occurred.
- An appeal is made to the Director of Catholic Education, PO Box 576, Ballarat VIC 3350 or [director@ceoballarat.catholic.edu.au](mailto:director@ceoballarat.catholic.edu.au) or phone 03 5337 7135.
- The Director of Catholic Education will investigate the matter, consider if a breach has occurred and make a recommendation to the Principal if this is the case.

### **Communication**

The policy will be available on the school website with accompanying enrolment forms and timelines for the enrolment process.



## Student Anti Bullying and Harassment Policy

### Rationale

St Thomas More School has a duty of care to its student and the school community to provide a safe and supportive learning environment. The school values and promotes positive social behaviours and practices that are based on the Catholic ethos of love, respect, compassion, tolerance, forgiveness, repentance, reconciliation and justice for all.

### Definitions

**Bullying** is the repeated oppression over time of a psychological, physical or verbal nature of a less powerful person or persons by a more powerful person or group of persons. (Rigby & Slee 1994). It is an imbalance of power, which causes stress not only at the time of attack but also at the threat of future attacks. (Besag, 1989). Types of Bullying include:

- Verbal Includes use of abusive language, name –calling, spreading rumours, put downs.
- Written includes writing about, graffiti or sending notes (including email and electronic forums) that are derogatory.
- Physical Includes kicking, biting, hitting and other forms of violence, destruction of property, and damaging or hiding of others' belongings.
- Social Includes exclusion and isolation.
- Psychological Includes extortion, threats, blackmail, phone bullying and cyber bullying,
- Cyberbullying is bullying that employs the use of technology such as the Internet, a mobile phone or a camera to hurt or embarrass someone.

**Harassment** is any type of deliberate, uninvited behaviour that is considered unacceptable to the community. It may offend, embarrass and/or scare. It could be sexual or target people because of their race, religion, gender, disability, culture. Such behaviour could be verbal, non-verbal, or physical and may include physical aggression, offensive jokes, comments or notes, or unwanted touching

### Policy Statement

All students at St Thomas More School, community have the right to feel safe and secure at all times and therefore bullying (including cyber bullying) and harassment in any of its forms will not be tolerated.

## St Thomas More School:

- upholds everyone's right to feel safe from bullying and harassment at school
- creates a safe, caring, respectful and supportive school culture which promotes positive relationships
- articulates high expectations of all members of the school community to value diversity and treat all individuals with respect, fairness and dignity.
- Implements a school-wide approach to deal with and educate students on bullying (including cyber bullying) and harassment in a consistent and systematic way. This includes developing student skills in reflecting on their own behaviours to build their capacity to interact positively with others.
- provides effective leadership which is alert and proactive in developing strategies to manage and prevent bullying and harassing behaviours
- provides staff with appropriate professional learning to keep abreast of evidence-based strategies
- uses relationship-based pedagogy such as cooperative learning and problem-solving to implement curriculum
- regularly monitors and evaluates the student anti-bullying and anti-harassment policy procedures and practices.
- provides access to the Anti-Bullying and Anti-Harassment Policy via the school website

## Implementation

- Staff will be informed of the student anti-bullying and anti-harassment policy as part of induction and at staff meetings. Professional learning will be provided to continue to build staff capacity to respond to student bullying and harassment and the implementation of evidenced-based strategies for positive social behaviours.
- Awakenings (CEOB) Religious Education program is critical in promoting an understanding of a Catholic perspective and expectations on positive social behaviours. This perspective will be integrated into all curriculum strategies and in dealing with any disciplinary consequences to support and educate students on bullying and harassment.
- All complaints of bullying or harassment will be heard in confidence and taken seriously and will be investigated while respecting confidentiality (Refer to Prevention Levels and Consequences).
- Preventative curriculum programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving are implemented across the school.
- The Positive Behaviour Intervention and Support (PBIS) program is implemented from Prep- Year 6.
- Teachers are expected to be organised within their classrooms and consistently reinforce school and class norms
- Teachers respond appropriately to student concerns for safety and that the behaviour is the focus of the process in investigating and considering any consequences.
- Student voice and leadership is encouraged through student council and feedback on learning and safety in the school environment.
- Strategies such as social skills programs, Buddies, Peer Mediation, and Peer Tutoring will be implemented as required.

- The school will promote inclusiveness through its learning and teaching strategies, positive student-teacher relationships and engagement of families in student learning to promote a safe and supportive environment.
- The school will promote the positive use of technology, incorporate safe technology use and rules, and inform students of potential personal safety issues.
- Disciplinary consequences for bullying (including cyber bullying) and harassment will comply with the school's Behaviour Management Policy and the BDSAC Positive Behaviour Support Guidelines and includes processes for serious/major or consistent offences.

## **Responsibilities**

- All members of the St Thomas More School's community have a responsibility to ensure that everybody feels safe and comfortable within our school by reporting all incidents of bullying or harassment as soon as possible. Passive by-stander behaviour will not be accepted.
- The staff of St Thomas More School will deal with any alleged harassment/bullying complaint seriously, sympathetically, promptly and confidentially.
- Reports should be made to an appropriate person, such as the principal, occupational health and safety leader or class teacher.
- All allegations and reports of bullying and harassment incidents will be documented.
- The occupational health and safety Leader is responsible for coordinating the documentation of bullying and harassment incidents.
- The leadership team and the occupational health and safety leader will be responsible for analysing bullying and harassment incident data and making recommendations to staff to improve policy, procedures and practices.
- Classroom teachers will implement safety in the environment surveys as directed or according to an identified need.

## **Prevention Levels and Consequences**

**Primary Prevention** at St Thomas More School will include:

- programs that promote resilience, life skills and protective factors.
- curriculum provision of the essential knowledge, skills and behaviours students need as described in Health and Physical Education, Personal and Social Capability and Civics and Citizenship
- discussions at the beginning of the school year, and repeated as needed, clarifying with staff, students and parents their responsibilities in regard to preventing and reporting bullying and harassment, and the process the school uses when bullying (including cyberbullying) and harassment is reported
- ensuring that learning experiences are inclusive of all students
- adherence of staff and students to actively promote the stance of no put-downs.
- informing the school community about all elements to the school's approach and are regularly reminded and encouraged to report any problems such as through school newsletter.
- providing students and parents information on cyberbullying

**Early Intervention** at St Thomas More School will include:

- encouraging students to report bullying or harassment incidents upon themselves or others
- classroom teachers regularly reminding students to report incidents, and emphasise that reporting is not dobbing
- providing students with strategies if they were to be bullied or harassed or witness someone who is bullied or harassed

**Intervention Procedures** at St Thomas More School includes:

- Students or staff are to immediately notify the Health and Safety Leader who will initiate the process of response.
- Once identified; bully, victim and witnesses are spoken with individually, and all incidents and any follow up are fully documented. Throughout this process the dignity of each person is to be respected and will follow procedural fairness. The Health and Safety Leader is responsible for monitoring and maintaining this documentation.
- In the case of cyberbullying, the school may be required to contact website or phone providers or individuals requesting information to be removed or contact the police. Victims will be directed not to respond to cyberbullying and will be assisted in improving safety procedures such as changing passwords.
- Parents will be contacted and meetings will be arranged as required.
- Resolution may also include a restorative justice process that promotes each person taking responsibility for their own behaviour in order to move forward.
- Ongoing monitoring of identified bullies and victims. When necessary students will be referred to professional counselling.

**Consequences** of bullying or harassment at St Thomas More School may involve:

- exclusion from class or specific activity/event for a set period
- exclusion from the yard for a set period
- having privileges withdrawn for a set period
- development of an individual positive behaviour management plan for a set period of time, which provides immediate consequences for any breaches and is reviewed regularly. The Plan will be communicated and discussed with student's parents who will be expected to support the implementation.
- referral to the school Behaviour Management Policy and BDSAC Positive Behaviour Support Guidelines for dealing with serious offences if a student continue to re-offend. This could involve a student being suspended, or in extreme cases, implementing an assisted-transfer to another school or expelled. It is important that the procedures are appropriately followed for serious offences.

## **Communication**

The Behaviour Management Policy in conjunction with this policy is discussed with staff, students and at parents meetings at the beginning of the school year. It is reviewed on a regular basis throughout the year to ensure consistency in its application. Incident data also will be analysed regularly. This policy is on the school's website and communicated to parents through the school newsletter and parent handbook.

## **Adult Offenders**

St Thomas More School has a Safe and Sound Practice Policy: Adult Anti Bullying and Harassment which is in accordance with the *CECV Safe and Sound Practice Guidelines* and will be followed if an adult is the perpetrator.

## **Risk Management**

The school develops strategies for risk management through identifying and mitigating areas of risk for maintaining a safe and supportive learning environment. This is recorded on the school risk management register. Incident data and student surveys will assist in identifying risks and will be reviewed regularly by the Risk Management Committee in collaboration with the Health and Safety Leader.

## **Related Policy and Documents**

- St Thomas More School's Pursuing Fullness of Life: Student Outcomes
- St Thomas More School's Duty of Care-Supervision of Students
- St Thomas More School's Digital Technology Policy
- St Thomas More School's: Acceptable Use and Cybersafety Agreement
- St Thomas More School's Safe and Sound Practice Policy: Adult Bullying
- St Thomas More School's Behaviour Management Policy
- CECV Child Safety Commitment Statement

**Policy Updated: 2018**      **Policy Review: 2022**      **Governing Authority Ratification Date: June 2018**



## **Rationale**

St Thomas More School is committed to providing a safe and supportive learning environment. From time to time, students and parents can sometimes feel aggrieved about something that is happening at the school that they believe requires attention, further investigation or change in procedures or a resolution.

## **Policy Statement**

St Thomas More School is committed to implementing processes in which complaints are managed and resolved fairly and timely.

## **Principles**

- The complaints resolution procedure is implemented for resolving complaints in relation to issues that fall within the school's area of responsibility.
- All cases of serious professional misconduct: sexual offences, criminal charges, or other serious incidents must be referred to the relevant regulator or authority.
- The principal has a responsibility to address unacceptable conduct or concerns that are observed or brought to the school's attention.
- Procedures for handling complaints will ensure there is procedural fairness throughout the process.
- It is important that all complaints, ensuing procedures and outcomes are fully documented and confidentiality is maintained.
- The principal may choose to respond to a complaint through an informal process in cases where the complaint is minor, the complainant wishes the matter to be dealt with informally or the complaint has arisen from lack of or unclear communication.
- Formal processes will be used when informal processes have not been successful, a complainant seeks a formal process, or the principal believes the complaint warrants formal investigation.
- This policy will be made available on the school's website and listed in the Parent Handbook.

## **Complaints and Grievances Procedure**

In the first instance, complainants should contact the person/s involved in the issue when it first arises so that it can be resolved quickly. In many cases this would involve the classroom teacher in the resolution of the complaint even if the complaint was not directly about them. The types of complaints could include:

- issues related to student behaviour management procedures
- issues related to learning and teaching or student wellbeing
- damage/loss of personal property
- student wellbeing such as bullying or harassment

Concerns about your child could be addressed by:

1. writing a note to the relevant teacher outlining your concerns and providing a contact number for the teacher to contact you for further information or follow up. This contact will usually be outside of classroom times.
2. making an appointment to speak on the phone or in person with the teacher, ensuring that you inform the school about the issue you wish to discuss. Contacting the administration office can facilitate this. It is important to remember that teachers cannot always meet with you just before and after class times due to other responsibilities and meetings.

The teacher, together with any others who may be involved such as the child's classroom teacher, should be given a reasonable amount of time to take the steps required to resolve or address your concerns. Remember, it may not always be possible to resolve an issue to your complete satisfaction.

If the matter is urgent and the teacher is not available, then contact the administration office to arrange for a member of the leadership team or other suitable staff member to either meet or contact you.

## **Raising Concerns with Principal**

Most concerns are resolved by discussing the issue with the relevant person. However, if the issue remains unresolved you can then ask to see the principal.

To do this, you will need to request an appointment through the administration office. Please note that:

- the principal may ask another senior staff member to speak with you on their behalf
- if a teacher is going to be present at the meeting, it is more likely to occur outside of classroom hours

If your concern is related to issues of school policy, these should be raised more formally (in writing) with the principal.

## **Maintaining a Safe Environment**

At any stage in the complaint process, staff have the right to feel safe. Aggressive or abusive behaviour will not be tolerated. In such instances, the staff member will end the meeting and refer the matter to the principal and the school's occupational health and safety officer.

If the complainant feels unsafe, they should end the meeting and refer the matter to the principal. In the case of it being the principal, then the complainant should contact the governing authority.

## **Raising Concerns with Governing Authority or Catholic Education Office**

Complaints are to be raised in the first instance with the school unless it is a serious issue regarding the principal. The school processes need to be followed.

If the complainant after meeting with the principal believes that the school has not listened to their concerns or followed school processes then the complainant can take the issue to the school governing authority or Catholic Education Office (CEO) Ballarat. It is important to note that the school will make decisions that are not always accepted by all the school community.

If a complainant believes that they have not been treated fairly or the result was not satisfactory, depending on the issue, the complainant can contact other agencies such as Worksafe.

The Department of Education and Training Victoria (DET) and the other Catholic education offices such as Catholic Education Melbourne do not investigate parent concerns related to schools in the Diocese of Ballarat.

It is an expectation that the complaint is respectful and reasonable and that the complainant cooperates with any process that is put in place. The governing authority or the CEO Ballarat may terminate any investigation or consideration of the matter if the complainant becomes unreasonable, aggressive or obstructs the process.

## **Confidentiality**

The person who is dealing with your complaint will advise you if confidentiality applies to your complaint. Confidentiality cannot be guaranteed. If your complaint is about another person, they have a right to know that the complaint has been made about them and be given a chance to respond.

## **Making, Receiving and Investigating Complaints**

At St Thomas More School, all staff are expected to:

- listen carefully and deal calmly and respectfully with complaints
- document the complaint, actions taken and outcomes

- look at all sides of an issue
- focus particularly on issues that may be affecting the learning and/or safety of students
- resolve complaints in a timely manner
- provide feedback to the complainant on any actions/outcomes/decisions taken
- accept that it is not possible to resolve all complaints
- identify when a complaint cannot be resolved
- ensure privacy and confidentiality of information is maintained in accordance with relevant legislation
- refer more complex or unresolved complaints to the principal or the school governing authority

Those making complaints are expected to:

- be clear about the topic or issue to be discussed
- focus on the things that are genuinely affecting your child
- always remain calm and respectful, particularly when discussing the complaint in the presence of children
- remember you may not have all the facts relating to the circumstances of the topic or issue you wish to discuss
- think about what would be an acceptable outcome for you and your child that is consistent with school policy and procedures
- listen carefully to other sides of the issue
- be informed by checking the school's policies or guidelines, where relevant
- understand that follow up consequences or actions for others cannot be disclosed
- accept that it is not possible to resolve all complaints
- be aware that you have the right to seek advocacy, mediation, counseling or support. This should be discussed with the school.

## **Record Keeping**

A record of a complaint should include the following detail:

- Date when issue was first raised
- Name of parent(s)
- Name of student(s)
- Detailed statement of concern/complaint including:
  - nature of complaint
  - identity of person(s) involved
  - time of allegation
  - description of the procedures applied and the time frame for reporting on the outcomes of any investigation
  - statement of outcomes
  - staff member(s) handling complaint

The record of complaint will be filed in school records management system.



**RATIONALE:**

At St Thomas More we are committed to nurturing respectful relationships and active partnerships with you as parents. We believe that our students' learning journeys are enriched through positive and reciprocal home and school relationships.

As parents, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships.

This Code of Conduct is intended to guide you in your dealings with staff, other parents, students and the wider school community. It articulates the school's key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

This Code of Conduct is to be read in conjunction with the school's:

- Vision & Mission
- Safe School Policy
- Pastoral Care Policy
- Confidentiality Policy

**OUR CULTURE OF RESPECTFUL RELATIONSHIPS**

Among students, staff and parents we strive to develop the following:

- a respect for the innate dignity and worth of every person
- an ability to understand the situation of others
- a cooperative attitude in working with others
- open, positive and honest communication
- the ability to work respectfully with other people
- trusting relationships
- responsible actions.

## **SCHOOL ADVISORY COUNCIL**

The School Advisory Council's role in the Parish is that of a policy-making and advisory body, which includes tasks of policy development, monitoring and evaluation.

Elections for Parent Representatives on the Advisory Council are held yearly. The School Advisory Council meeting is normally conducted on the Wednesday of Week 5 of each term.

## **PARENTS AND FRIENDS' ASSOCIATION**

All parents are members of the Parents and Friends upon enrolment and are encouraged to actively participate in all P & F activities.

The Parents and Friends perform two vital roles in the school:

- a. Promotion of the school community by arranging appropriate functions where all members of the school can meet together socially.
- b. Organisation of fundraising efforts which provide part of the funds at the local contribution level.

The Parents and Friends meet on dates to be advised on our school newsletter.



## SCHOOL HOURS

8.55 am	-	11.00am	
11.00 am	-	11.40am	Lunch and 1st Break
11.40 am	-	1.40pm	
1.40 pm	-	2.20pm	Snack and 2nd Break
2.20 pm	-	3.25pm	

**Students should not be at school prior to 8.40am or after 3.45pm.**

Where an earlier arrival than 8.45am is unavoidable, a written request and explanation is to be forwarded to the Principal at the start of the school year.

Supervision is provided from 8.30am until 3.45pm after school. Teachers are on duty at all break times. No student is to leave the school before the bell sounds unless a note has been received by the classroom teacher.

If students arrive at school after 8.55am or leave school before 3.15pm, parents must enter their names and time of arrival or departure on the Student Sign In / Out iPad located at Reception.

Visitors to the school are required to sign in on the iPad located at Reception and take a visitor's sticker to wear while they are in the school.



## TRAFFIC PROCEDURES



### ***Elaine Avenue driveway***

The following regulations have been adopted in the interest of student safety.

- Left turn only into the school driveway between 8.30 and 9am and between 3pm and 4pm. No right-hand turn into the driveway at these times.
- Cars in the driveway are limited to **one lane**, dropping off and picking up children from the footpath side only.
- All cars leaving the driveway are to turn left out of the driveway into Elaine Avenue and make their way towards the roundabout.
- No cars are to be left unattended in the school driveway between

8.30 am - 9.15 am  
and  
3.00 pm - 4.00 pm

The above regulations are designed to keep the traffic moving and avoid the need for any student to have to walk among moving vehicles. Your co-operation in adhering to these regulations will be greatly appreciated and ultimately increase the safety for all students.

Please note that 40 km speed limit is the law around all schools at the start and end of all school days.



# UNIFORMS

## Winter Uniforms

### Girls

- School pinafore or grey tailored trousers (Surrey brand) and brown jumper
- Pale blue long or short sleeved polo and brown jumper
- Fawn tights or long fawn socks and black school shoes
- Pale blue hair ribbon.

### Boys

- Pale blue long or short sleeved polo and brown jumper
- Long grey school trousers (Surrey brand)
- Plain grey socks and black shoes.

## Summer Uniforms

### Girls

- Summer dress, brown jumper, plain short white socks, black sandals or shoes.

### Boys

- Pale blue polo, grey shorts, brown jumper, plain grey socks, black sandals or black shoes.

## Sports Uniform (Girls & Boys)

- Pale blue polo, brown tracksuit or shorts and plain white socks. Brown Shorts to be worn Terms 1 & 4 and tracksuit pants.
- Runners are not permitted to be worn except on Sport/P.E. days.

Uniform items are available from

Messer & Opie, Bridge Mall  
Crockers, Armstrong Street North  
Beleza P/L, Doveton Street North

Tracksuits for sport are available from:

Crockers, Armstrong Street North  
Messer & Opie, Bridge Mall  
Marianne Hepworth, House of Rufcut, Lyons St South



## Hats

Students must have a school hat to wear in the playground in Terms 1 and 4.  
No hat – no play.

School bags and school hats may be purchased from the school office.

### **Please mark all uniform items clearly**

**Hair.** Due to the ongoing problem of head lice, hair beyond shoulder length must be tied back (girls & boys).

Students must not have their hair coloured and are required to wear conventional haircuts only.

**Earrings.** Students may only wear sleepers or small studs.

**Nail Polish.** Students are not to wear coloured nail polish to school.

**Tattoos.** No visible tattoos are allowed, including transfers.



**Mobile Phones.** We strongly discourage students from bringing mobile phones to school. They are an unnecessary distraction to the students. If a phone is deemed absolutely necessary by parents, a letter is required to the Principal outlining the need for the student to bring a phone to school. In this case, students are required to hand in the phone to their teacher who will return it at the end of the day. The school takes no responsibility for a mobile phone that is lost, broken or stolen. If a child is found to have a phone at school and the above process has not been followed, it will be confiscated, and a parent will be asked to collect it. Any message that needs to be delivered to a child can be easily done so through the school office.



## COMMUNICATION

Parent/Teacher communication will be frequent and when necessary. Teachers will notify parents of any change in a child's attitude, behaviour or work patterns when such signs are obvious.

Parents have a fundamental right to be involved in their child's education.

- The fortnightly school newsletter is available online on the school's website. User name and passwords are available once your child begins school. This is our official communication between home and school. The newsletter contains important information, dates and special events.
- The school also has a SKOOLBAG app, which can be downloaded from the app store by googling: St Thomas More School, Alfredton. The newsletter is added to the Groups / Parent Portal section of the app each fortnight. **All families are required to download this app as this will be our means of contact in case of an emergency. The app requires regular updating in order for it to work.**

School accounts will be sent by email from the start of the 2019 school year.

Each student is given a school diary to be used by parents and teachers as a form of communication.



## REPORTING AND ASSESSMENT

### ***Interviews with Teachers***

If you have any area of concern in regard to your child's progress, the curriculum, school procedures or incidents at school, please refer these matters to the Class Teacher or the Principal.

### ***Reports / Parent-Teacher Interviews***

Written reports are issued online at the end of Terms 2 and 4.

Parent-Teacher Interviews are held at the end of Terms 1 and 3.

## LIBRARY

- To make the general atmosphere in the library friendly and inviting.
- To promote a love and appreciation of literature, to develop library skills i.e. to enable students to research and to make effective use of resources.
- To involve the community in recognising the value of reading and of the library in the school.

### **BORROWING PROCEDURES**

All students are given the opportunity and encouraged to borrow library books. Students in Foundation and Years 1, 2, & 3 are able to borrow up to three books at a time. Students in Years 4, 5 and 6 are able to borrow up to four books at a time.

Students may keep the books for up to two weeks. If necessary, students may return their books and have them re-borrowed for a further two weeks. A reminder note will be written in the student diary if a book is overdue.

All students are encouraged to have a library bag to protect the books on the way to and from school. Any plastic or cloth bag would be suitable. Days and times for student borrowing will be advised on the school newsletter.

### **LOST BOOKS**

The students are encouraged to develop responsibility for the care of library books they have borrowed. If a book is lost, the library technician will issue a notice for the parents informing them of the replacement cost of the book.



## **ADMINISTRATIVE DETAILS**

### **ACCIDENTS**

Details of serious accidents are recorded at school and, where necessary, parents are notified. The staff, when informed of an accident requiring medical attention, will act in accordance with the information supplied on the student's enrolment form. All students are covered by a student insurance policy, which can be claimed on for certain types of medical treatment.

### **ABSENCES**

An absence note is required for all absences. This may be brought on returning to school after an absence. It is necessary to telephone the school on 5334 2244 or send a text to 0448 703262 by 9.30am if your child is to be absent, as everyone is then aware of the whereabouts of the child.

### **BICYCLES**

Students are permitted to ride to and from school on their bikes. Bikes are not permitted to be ridden in the school yard. It is law that children wear helmets and bikes should be left locked in the bike rack. It is also advisable that children under Grade 4 not be allowed to ride to school without adult supervision.

### **BIRTHDAY PARTIES**

It is a school procedure to ask parents that invitations to birthday parties not be sent to school, but be mailed or arrangements be made by telephone. Hurt, experienced by some little ones, at not being invited to a party is the reason for this. A number of parents send along small patty cakes to school so that their child's class may share in the celebration.

Due to the privacy legislation, contact phone numbers and addresses cannot be accessed through the school office.

### **CHANGE OF ENROLMENT INFORMATION**

It is most important that records held by the school are up-to-date. If there is a variation in address, phone or emergency contact it is essential that the school be notified. This notification can be via the SKOOLBAG app or let the office staff know.

### **LUNCH**

Each student is expected to bring his/her lunch in a clearly marked container. Any uneaten food is to be taken home. **We strongly encourage and promote wrapper free lunches and snacks.**

### **LUNCH ORDERS**

The P & F offers hot lunch on Thursdays in Terms 2, 3 and 4. Orders must be handed to Classroom Teachers before school on Wednesday mornings. Each order must have the students name, class and order clearly marked on the outside of a paper bag. The correct amount of money is to be placed inside the bag.

## **SCHOOL RULES**

School rules are minimal and are positive in their approach rather than an emphasis on the negative. Awareness of, and concern for others, is of utmost importance at all times. Acceptable standards of public behaviour are set and maintained. These standards should help develop the children's respect for themselves and for others and should enable the education program to be carried out in an orderly and pleasant atmosphere.

Our school rules are concerned with positive attitudes to self, others and to the school environment.

## **WHOLE SCHOOL PRAYER**

Parents are welcome to join us for our weekly Whole School Prayer. Please check the school newsletter for details.

## **EXCURSIONS**

School camps, excursions and sleepovers are regarded as essential and important parts of the school curriculum. Before any excursion or camp, details of the program will be forwarded to parents in writing.

Signed parental consent is required to allow students to attend excursions and school camps. Failure to return signed forms will exclude the student from attending.

## **SUPPORT SERVICES**

The school has access to support services through the Catholic Education Office. Such services include Special Education, Speech Therapy and Special Education Consultants.

The school employs a pastoral-care worker who works part-time. Please contact your child's teacher for an appointment.



# SCHOOL FEES

Three types of fees are payable by parents whose children attend St Thomas More School.

(a) **Class Fee**

2019 class fee \$280 per child.

This meets the costs of running the classrooms for the year and is due by the end of February.

Class fee includes:

- Books and stationery used by individual children.
- Class texts, art materials, reference books for the classroom.
- School levies, which meet the cost of the library, photocopying, sports and music equipment, excursions, visiting entertainers and swimming.
- A general insurance fee to provide accident coverage for the children at school.

(b) **School Fees**

To meet the local contribution level, the annual family fee for 2018 has been set at \$1,160. The fees may be paid weekly, monthly, quarterly or yearly.

Accounts are sent out each term during the school year. Eftpos, Direct Debit and automatic Credit Card facilities are available.

Should personal circumstances require an exemption or concession for school fees, the matter can be discussed confidentially with the Parish Priest or School Principal. It is school policy to provide a Catholic education for children, irrespective of the ability or the capacity of parents to contribute school fees.

**Camps Sports and Excursion Fund (CSEF)**

The Government provides some money for parents who hold a Pensioner Health Card, Health Care Card or Health Benefit Card. Application forms are available from the school office in February of each year.

(c) **Capital Levy**

A Capital Levy is charged by St Thomas More School. The Capital Levy allows the school to continue to develop its building program.

The Capital Levy for 2018 is \$280 per family.