



# ST THOMAS' SCHOOL TERANG

## GENERAL INFORMATION



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[www.stterang.catholic.edu.au](http://www.stterang.catholic.edu.au)



# ART AND CRAFT

Each child should have a painting smock (one of Mum or Dad's shirts would be ideal.)

## BUS TRAVEL

1. All bus travellers need to have completed a bus travel application form. Approval to vary bus travel arrangements must be obtained from our school office.
2. Parents whose children are not travelling home by bus need to provide written or verbal notification to us.
3. If parents/guardians decide to take a student from the Bus Line they are required to speak to Bus Duty staff members before taking the student(s).

### BUS AND TOWN STUDENTS

If the usual routine is to change, eg parents to collect students, someone else to collect students, the following points are to be the procedure:-  
A note for the class teacher.

/OR

A phone call or email to the Office, before 3pm and the message will be noted and passed onto the class teacher and Bus Duty teacher.

/OR

When collecting the students from the classroom prior to the end of the day, parents are asked to speak to the class teacher as well as sign a form in the office to say that they are responsible for the student(s) from that time.

## CLASS TIMES

<b>8.30</b>	All rooms are opened
<b>8.40</b>	Teachers in classrooms hearing children read
<b>8.55 - 10.55</b>	Literacy Block
<b>11.00 - 11.30</b>	Recess
<b>11.30 - 1.00</b>	Numeracy Block Religious Education
<b>1.00 - 1.10</b>	Children are supervised whilst they eat their lunch
<b>1.10 - 1.50</b>	Lunch
<b>1.50 - 3.15</b>	Inquiry Learning
<b>3.20</b>	Dismissal

Please ensure your child arrives at school in plenty of time to prepare for the day ahead. Late children disrupt the smooth commencement of the school day and inconvenience others.

# CARE OF SCHOOL PROPERTY

It is expected that all children will show consideration and respect for their own property, that of others and that of the school. Children will be required to replace or repair any property damaged through negligence. Parents are asked to impress care of property to their children.

## HOMEWORK

We believe that homework is a worthwhile part of your child's education, helping to establish self-discipline and self-organisational skills whilst fostering parent participation in their child's education.

Homework is given for the following reasons:-

- a. to enable the child to revise work taught.
- b. to help the child organise a habit of independent study.
- c. to challenge the child to extend knowledge in interesting ways.

Homework may include:-

- nightly reading
- research of inquiry units
- book reviews
- completing set exercises from class
- spelling tests
- learning times tables
- projects
- problem solving

If the amount of homework set seems excessive or too difficult please inform your child's teacher.

The role of parents:

1. To help the child establish an appropriate time for homework to be completed.
2. Celebrate your child's learning and encourage regular homework habits in a supportive, relaxed atmosphere. Homework should not be an 'onerous' task for anyone!
3. To provide an appropriate place for the work to be done.
4. To lend assistance when the child encounters any difficulties. Parents should feel free to contact the classroom teacher if they feel that the child is experiencing difficulties.
5. To only be of guidance to the child rather than providing them with the solutions to the work. To notify the teacher if the child is unable to complete the set work due to unforeseen circumstances.

# CANTEEN

The Canteen is operated by the Parents and Friends Association and all parents are encouraged to assist by volunteering to help. The Canteen operates in Terms 1 & 4. A list of what is available is on display and is circulated to each family.

# COLLECTION OF STUDENTS BY PARENTS

## BUS TRAVEL

1. All bus travellers need to have completed a bus travel form. Approval to vary bus travel arrangements must be obtained from our school office.
2. Parents whose children are not travelling home by bus need to provide written notification to us. Forms are on the front counter at the office.
3. If parents/guardians decide to take a student from the Bus Line they are required to speak to Bus Duty staff members before taking the student(s).

## BUS AND TOWN STUDENTS

If the usual routine is to change, eg parents to collect students, someone else to collect students, the following points are to be the procedure:-

A note for the class teacher giving the information.

OR

A phone call to the Office, before 3pm. and the message will be noted and passed onto the class teacher and bus duty teacher.

OR

When collecting the students from the classroom prior to the end of the day, parents are asked to speak to the class teacher as well as sign a form in the office to say that they are responsible for the student(s) from that time.

## SPECIAL DAYS

Eg sports days, last day of term etc.

Staff will have a class list and parents / guardians are requested to notify staff prior to the day if they are planning to take the children earlier, and also to speak to the teacher on the day, before taking the student(s)

# COMMON ILLNESSES

The following infections are common in early childhood. This is a guide to the time, which the child should have away from school should an illness occur.

Measles	Exclude for 7 days from appearance of the rash.
Rubella	(German Measles) Exclude for at least 7 days.
Gastro	Exclude until 24 hours symptom free
Ringworm	Return to school when appropriate treatment has commenced, supported when requested, by a medical certificate.
Impetigo	(School sores) Exclude until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that the sores on exposed surfaces are completely covered with clean dressing.
Head Lice	Re admit when appropriate treatment has commenced. Regular head lice checks are encouraged for every student.
Influenza	Return to school when advised by GP.

# DISCIPLINE

In a Catholic School we aim at promoting self discipline in all children. We have policies which cover all aspects of behaviour at school. Parents are kept well informed of any disciplinary problems with their child(ren). As per Diocesan Policy, corporal punishment is not permitted.

# ENROLMENT

Applications for enrolments must be completed before a student will be accepted. These forms are available from the office. Children must be 5 years of age before April 30th in their first year of school.

An enrolment at St. Thomas' entails an obligation to co-operate with the school in all matters pertaining to education, particularly the Religious Education of the children. The Enrolment Policy outlines the procedures in detail.

Non Catholic children are welcome, on the understanding that they participate in Religious lessons and undertake that the nature, life and identity of the school will be respected.

# ABSENCE FROM SCHOOL

In the case where a child is absent from school, the school needs to know what the reason is. To satisfy legal roll-marking requirements a morning phone call, email or note to the school is required. We have a Skoolbag App that can be downloaded and an answering machine where messages can be left if the phone is unanswered.

# EXCURSIONS & CAMPS

Excursions and camps can be a valuable educational experience for children of all ages. Excursions and camps give children an opportunity to see and experience things and places, which would not normally be available in the day to day life of the school. The school Policy on excursions and camps outlines the format for all levels.

# MEDICINES

Parents should advise teachers via a medication permission form if a child is taking medication that requires to be administered at school. To assist teachers, parents should supply such medication with a note of correct dosages, times etc. Parents with children receiving medication, which may effect children's progress at school, should discuss this matter with the teachers. Any child who suffers from an allergy or anaphylaxis should have a management plan.

# NEWSLETTER

A school newsletter is sent home each week electronically. The newsletter contains current news and activities taking place at the school and is a vital means of helping parents to be up to date with school information. It is our primary source of communication.

Always Faithful

# PARENTAL INVOLVEMENT

By the very nature of our school, community and parent involvement is implicit in its existence. Catholic schools historically grew from the expressed needs of parents, and involvement has to be a distinctive feature of a Catholic school because it is the parents who express the need to have Catholic schools.

At St. Thomas' we pride ourselves on our level of parental involvement. Parents assist with learning programs, sporting programs, excursions, and other extra curricular activities. Parents formally assist through the School Advisory Council, Parents and Friends Association and the Health and Wellbeing Committee.

# PARENTS & FRIENDS ASSOCIATION

The Parents and Friends Association is a committed body of parents who

- provide financial assistance to the school, by providing resources and equipment for children and teachers in all areas of education
- help to develop closer ties between parents and teachers and continue the development of community spirit in the school.
- provide and run the school canteen, the proceeds of which go to the school through the P & F Association.

# SCHOOL ASSEMBLIES

Weekly assemblies involve school prayers and class presentations, and weekly awards are given. This is an important time together as a school and builds on our spirit of community.



# SCHOOL ADVISORY COUNCIL

The role of the School Advisory Council is to assist the Principal in the operation of the school. In fulfilling this role, the School Advisory Council is responsible for the financial management of the school, including setting of school fees. St. Thomas' School Advisory Council brings together, in a spirit of co-operation, the Parish Priest, Principal, representatives of parents and teachers, so that responsible informed advice can be given to the Parish Priest and Principal.

The Council Membership consists of:

- Parish Priest
- Principal
- Staff Representative
- Parents and Friends Representative

Eight elected members from Parents with children attending the school.

# SCHOOL FEES

Catholic schools are required to raise approximately 15% of their expenses locally, generally in the form of school fees and/or fundraising.

The fees for each year will be set by the School Advisory Council at the conclusion of the previous year. The Council will take into account the needs of the School and the general economic situation. Schools fees will be charged on a family basis to all families, and at a level within the guidelines set by the Catholic Education Office. The fees will be sufficiently realistic to assist the financial requirements of the school without placing undue burden on parents.

Families experiencing difficulties with fees, are asked to approach the Principal or Parish Priest for part of, or full remission of the fees.

The Catholic Education Office and the State Government have support systems in place for families who have a current Health Care or Pension Card

Always Faithful

# SCHOOL MEDICAL SERVICES

School Medical Services are available when required or requested by parents/teachers. Assessment of students can be for sight, hearing, speech problems.

A school nurse will screen all prep children in these areas in their first year of schooling.



# SCHOOL UNIFORM

St. Thomas' School attempts to set a very high standard in all areas. Not the least of these is the outward appearance of its students. It is for this reason that we have developed, and adhere to, a strict set of uniform guidelines. Through these guidelines and their implementation the students should

- develop pride in their appearance
- increase their school spirit
- learn standards of hygiene and cleanliness.
- set a good example for others

The compulsory components of the school uniform are listed below.

## SUMMER UNIFORM:

### GIRLS

- Summer school frock
- School jumper
- Black school shoes or sandals
- Light blue socks
- School hat

### BOYS

- Grey shorts
- Light blue polo shirt
- School jumper
- Black shoes or sandals
- Grey socks
- School hat

## WINTER UNIFORM:

### GIRLS

- Navy blue pleated skirt or navy slacks (no jeans)
- Light blue skivvy or polo shirt
- School jumper
- School Coat
- Black school shoes
- Light blue socks / navy tights
- Navy Beanie (optional)

### BOYS

- Grey trousers
- Light blue skivvy or polo shirt
- School jumper
- School Coat
- Black shoes
- Grey socks
- Navy Beanie (optional)

## SPORTS UNIFORM:

### GIRLS

- Navy blue netball skirts or navy basketball shorts
- School polo shirt
- Navy blue tracksuit pants
- Navy blue polar fleece windcheater with school emblem
- Runners
- White socks

### BOYS

- Navy basketball shorts
- School polo shirt
- Navy blue tracksuit pants
- Navy blue polar fleece windcheater with school emblem
- Runners
- White socks

Children should also have a t-shirt in the colour of their sports house which they will wear at the Swimming, Athletics and Cross Country Carnivals.

Children must wear school uniform at all times unless otherwise specified by the Principal. Sports Uniform is to be worn on designated sports days. The school uniform is to be worn to and from school.

**Hair:** Children's hair should be maintained in a clean and tidy condition. Long hair (past the shoulder) must be kept tied back at all times. Hair accessories should be in school colours, either light or dark blue. Uniforms are available for purchase at local stores. Many second hand items are available at school. These may be inspected and purchased through the office.

# SUPERVISION

All staff members share this task. Supervision commences at 8.30am and finishes with the last bus at 3.30pm.

No responsibility will be taken for children in school grounds before or after these times. Parents are contacted in cases of serious accidents and appropriate medical help is sought. All serious accidents are recorded in the Accident Manual in the office.

Parents are reminded of the need to have Ambulance Cover.

No child is to leave the school grounds without the permission of the Principal or Teachers. Notes must be sent by parents explaining the reason for the child seeking permission.



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