



Parent Information Handbook 2017



TERM DATES FOR 2017:

School commences for all students on **Monday 23rd January 2017**

SCHOOL TERMS (students):

Term 1 (10 weeks)	Monday 23rd January to Friday 31 st March
Term 2 (10 weeks)	Tuesday 18 th April to Friday 23 rd June
Term 3 (10 weeks)	Monday 10 th July to Friday 15 th September
Term 4 (9 weeks)	Tuesday 3 rd October to Friday 1 st December

Public Holidays:

Australia Day	Thursday 26 th January
Good Friday	Friday 14 th April
Easter Monday	Monday 17 th April
Toowoomba Show Holiday	Thursday 7 th April
Anzac Day	Tuesday 25 th April
Labour Day	Monday 1 st May
Queen's Birthday	Monday 2 nd October

Pupil Free Days:

18th, 19th and 20th January (before Term 1 commences)

Three other Pupil Free Days are taken during school holidays – these will not impact on family arrangements.

Friday during term 3 Bishop's In-service Day (Date to be advised)

16th October (third Monday of Term 4) Staff professional development day

Introduction to St Monica's Primary School

St Monica's is a co-educational Catholic primary school catering for children from Prep to Year Six. The current level of student enrolments allows for close interaction between parents, students and staff. St Monica's School was established in 1921 by the Good Samaritan sisters. Our present day students enjoy a very comfortable learning environment with air conditioned classrooms, each with hearing loop technology and interactive whiteboards, a well-equipped library, sports hall and lots of green space in which to run. Our staff endeavours to foster a climate of meaningful learning, love, security and personal interest in each student.



School Crest: St Monica's school Crest was copied from the Crest of St. Monica in a European Church, to which has been added the Good Samaritan symbol of the Cross and olive branch – the book being common to both Crests.

The letters I.O.G.D (*In Omnibus Glorificetur Deus*) surmounted by a cross is Benedictine in tone, meaning "In all things may God be glorified."

School Creed:

St Monica's is our school,
Let peace dwell here.
Let the rooms be full of contentment.
Let love abide here,
Love of God,
Love of all people,
Love of life itself.
Let us remember that,
As many hands make a house, so,
Many hearts make our school.

Vision Statement:

“To inspire, challenge and support our students to be learners who strive to reach their full potential as educated and faithful Christian citizens who participate in the creation of a better world.”

Mission Statement:

- To create an inclusive school community of care where each member feels welcomed and nurtured.
- To promote an active partnership between the school, home, parish and wider community.
- To treat each community member with justice, dignity and compassion.
- To help each community member find through God, meaning and value in their lives.
- To promote a safe and happy work and learning environment.
- To challenge each community member to be responsible stewards of creation.
- To provide a stimulating and challenging curriculum, which acknowledges, promotes and celebrates the particular God-given gifts and talents of each student.
- To expand learning opportunities for students by utilizing new technologies.
- To challenge each student to participate in all activities of the school to their full potential.
- To encourage the development of excellent professional skills in staff.

Faith Education:



Our Education programs for Prep to Year 6 follow guidelines approved by the Catholic Education Office.

Faith Education forms an integral part of our school curriculum. St Monica's School has its own school-based Religious Education Program which was developed by the teachers at this school following approved systemic guidelines, and incorporating the recently revised Religious Education Curriculum for the Toowoomba Diocese.

Prayer and liturgy are part of our daily school life. Throughout the year the School community joins with the Parish community in Eucharistic celebrations organised by classes within the school. Liturgies are also held on a class basis each semester to which parents and family members are invited. Older classes are provided with opportunities to attend Mass with parishioners on Friday mornings during the term. In our sacramental programs, parents are invited to prepare their child, supported by the school and parish communities.

Starting School at St Monica's:



Early Years at St Monica's:

St Monica's offers full time Prep School education to provide children with the opportunity of a smooth transition from home to school life. In this context, St Monica's Prep provides opportunities for children to make the transition from the naturalistic learning environment of home to the necessarily more formal learning environment of school.

The learning experiences which best suit children at this age are based on constructive and meaningful play activities. This aspect of early education is encouraged so that each child's spiritual, social, emotional, and cognitive and language growth is allowed to develop.

It is the developmental needs and capabilities of your child which determine their progress through school. Therefore the move towards formal learning situations throughout the early years (P-3) will be determined by the needs of your child.

A separate Prep information booklet is available from the school, containing further details about this area.

Preparing your child for school:

A child's ability to settle into school is influenced by many things, in particular their individual experiences during Pre School years.

Preparation for school takes place over a period of years and there are several things which might help parents and children face going to school with greater confidence.

- (a) Be positive in your attitude towards education and schooling;
- (b) Reinforce the feeling that school is an exciting and happy place where friends can be found and where you can participate in many interesting activities; and
- (c) Show a genuine interest in what your child has done at school.



School Expectations:



Attendance:

It is compulsory that all students enrolled attend school on a daily basis. Students are expected to take an active part in all school activities. Parents are asked to ensure that where possible, any family commitments do not encroach upon school time.

It would be appreciated if dental, doctor and other such appointments could be arranged outside of school hours or during vacation periods. Prior notification of any foreseeable absence is required. We also ask that you advise administration or teaching staff if your child will be absent for the day. A telephone call or email between 8:20am and 8:45am would be appreciated.

Students arriving after classes have begun must collect a late slip from the office and present it to their teacher.

Peace & Positive Behaviour:

The St Monica's Peace and Positive Behaviour Policy gives expression to the values inherent in the creation of a school community of faith and life which is characterized by a happy, safe, secure and caring environment. As such, the school values courtesy, dignity, acceptance, inclusivity, compassion, care, support, respect, right

relationships, co-operation, patience, personal choice and responsibility, justice and reconciliation.

St. Monica's Primary School is committed to the development and maintenance of a school community that values and fosters peaceful and caring relationships signified by positive social behaviour and personal responsibility. All members of the school community are blessed with the gift of free choice. As such, they will strive to respect the rights of others and to accept responsibility for their own behaviour choices.

They will learn from the experiences of living with the consequences of their behaviour.



Student Code of Conduct:

1. Behavioural Expectations:

Students will at all times:-

- (a) act and speak kindly, gently and politely to others
- (b) follow directions straight away
- (c) keep hands, feet and objects to themselves

2. Arriving at and Leaving School

- For safety reasons, no children should arrive before 8.15am;
- The School accepts no responsibility for children who enter the School grounds before 8.15am or who remain after 3.30pm unless participating in an organised School activity;
- Upon arrival at school, bags should be placed on bag racks outside classrooms;
- Activities such as handball or skipping on the parade area are encouraged.
- A teacher is on duty between 8.30 – 8.45am at the Early Years and parade areas to supervise outdoor activities. Please note that there is no supervision of students on the school grounds before 8:30 a.m. Students who arrive earlier must sit in the parade or covered area until the teacher arrives on duty.
- The oval is out of bounds before school
- Following the end of the school day at 3:00 p.m., one teacher will be on bus duty at the front of the Church and one will oversee departures in the Early Years area. Playing on the fort at this time is prohibited. Parents & students are encouraged to leave the school grounds as quickly as possible unless there is a need to meet with the class teacher.
- At certain times during the year, after school sport activities are offered. During these activities a teacher will assume the responsibility of supervising the participants.

3. Class Expectations

- Students will display the utmost respect to all adults and other students;
- The use of appropriate manners is expected;
- Students will at all times walk quietly from room to room;
- Students are expected to have all items necessary to complete the day's work ahead. This includes all necessary stationery (e.g. sharp pencils, ruler, eraser), neatly completed homework, text books etc;
- Students shall display respect for other students' rights to learn, their safety and property;
- Any large sums of money brought to school should be given to their teacher upon arrival at school; and
- All children shall follow individual classroom rules and understand their consequences;
- Any technological devices such as mobile phones or iPods should be handed in to the office in the morning for safe keeping and collected that afternoon.



4. Out of Bounds Areas

- Toilets are not to be used as a play area;
- Students are not permitted in teaching areas unless they are under adult supervision.
- Students are not permitted in areas which are located out of clear view of sight of a supervising teacher or adult.



School Routines:

Parade and Assembly

Each morning the whole school gathers in the quadrangle for the school prayer, and to share any daily notices. A formal Assembly is conducted every Friday afternoon at 2:20pm. The senior students co-ordinate and run this assembly. Students of the week are chosen by their class teachers and receive a certificate for their efforts. Special guests may also be invited to the assembly. Parents are welcome to attend Friday Assemblies.

Bell times:

Morning Session	08.37 am – 10:30 am
Morning Tea	10.30 am – 10:55 am
Middle Session	10:55 am – 1.15 pm
Lunch	1.15 pm – 01.55 pm
Afternoon Session	1.55 pm – 3.00 pm

Homework:

Homework will be set regularly and may consist of literacy, numeracy and/or life skills activities. Homework will cover concepts already introduced in class but may include exploration of new concepts. Set homework is expected to be relevant to individual capabilities and needs, and is to be completed by every child from Year One through to Year Six. In keeping with St Monica's ideals of care and community, homework should be relevant and purposeful for the individual student, and not impact negatively upon opportunities for family and community interaction or sport and relaxation.

The following time considerations apply when setting and completing homework:

Prep – Parental interaction with children around literacy and numeracy concepts (eg. Reading books to children, playing literacy/numeracy games).

Years 1 to 3	10-15 minutes per night (ie. up to one hour per week).
Years 4 & 5	20-30 minutes per night (ie. up to 2 hours per week).
Years 6	30-45 minutes per night (ie. up to 3 hours per week).

Leaving the School Grounds:

Students may not leave the school grounds for any reason without the written permission of their parents. Parents/ Carers collecting children during the school day must collect a sign-out slip from the office to be handed to the class teacher. Children catching buses after 3:00p.m. are to wait near the library for the accompanying teacher.

Notification:

Notification is required in the following circumstances:-

- (i) explanations of absences from school;
- (ii) permission to join school excursions – consent forms will be sent home for each event;
- (iii) exemption from school activities for medical reasons; and
- (iv) attendance at medical or other appointments during school hours.

Volunteers / Visitors:

It is necessary for the staff to be aware of all visitors or volunteer workers in our school. This is imperative in case of fire, accident, insurance and child safety. Volunteers and visitors to the school are asked to check in and out at administration and sign the visitors register.

For the safety of our students, volunteers are requested to complete a Volunteer Induction Program with the Principal.

Issues of Concern:

The staff at St Monica's view the education of students in our care as a privilege to be carried out in partnership with parents. We acknowledge that there may be times where parents may be concerned about issues or events occurring within the school environment. In these times, parents are urged to contact the relevant class teacher to discuss concerns and to work towards a solution. A pro-active approach to problem solving where issues are dealt with in a collaborative and timely manner is always preferred. If concerns continue, then parents are encouraged to make an appointment with the Principal. Note that the final decision regarding action to be taken will rest with the Principal of St Monica's Primary School.

Administrative Matters:



Access to School Grounds:

The grounds of St Monica's are the property of the St Monica's Parish. No one may make use of them without the permission of the Principal or Parish Priest. In order to avoid accidents and/or injury, parents are asked not to bring their vehicles into the school grounds during school hours and all persons entering the grounds during school hours are required to report to the administration office.

With the exception of the school parent body, all volunteers will require a Queensland Worker with Children suitability card.

Booklists:

It is important that all students have the appropriate items needed to complete class activities. To facilitate this, a comprehensive booklist is produced each year, detailing stationery and textbooks needed. All items should be clearly labelled with your child's name.

This booklist is sent home in the last few weeks of the school year so that all items may be purchased over the Christmas holiday period in readiness for the new school year.

Child Protection:

All staff working in Toowoomba CEO Schools must have undertaken a specified child protection in-service and undertake further in-services as they become available. All staff have a responsibility to ensure that children are safe. Staff **must** report any evidence or suspicion of any form of harm (physical, neglect, sexual and/or emotional) immediately to the Principal or the student protection contacts: (Mr Dylan Philp and Mrs Clare Wilson).

A Diocesan Student Protection Policy can be found on the Catholic Education Office's website.

Class Compositions:

The composition of classes will depend on enrolments, student needs and current Catholic Education staffing policies.

First Aid:

No treatment is permitted at St Monica's except emergency first aid. This will be a temporary measure given immediately in the case of an accident. If considered necessary, the School will contact the ambulance for assistance.

After the emergency has been dealt with, responsibility rests with parents who will be contacted immediately. St Monica's obligation extends to placing the injured person in the care of those responsible for the child concerned.

Infectious Diseases:

Children with infectious diseases will be excluded from School until medical consent for their return has been provided by a doctor. Recommended exclusion periods will be the same as those laid down by the Queensland Health Department for government schools.

Head lice: It is school policy that children who contract head lice are to remain at home until appropriate treatment has been administered and the lice have cleared. Parents are encouraged to make regular checks of their child/ren's hair throughout the year.

Lost Property:

Please ensure all possessions and uniforms are clearly marked with your child's name. Found items that are named will be returned to students. A lost property bin is located in the office and at the conclusion of each term, unclaimed items will be placed in the clothing pool or given to St Vincent De Paul.

Medication Forms:

Medication forms are available from the School Website or the School Office and must be completed and signed by the parents/carers if any prescribed medications are to be administered to any students whilst at school. The medication must be clearly labelled with the students name and the Doctor's written instructions on the container. Non-prescribed medication should not be brought to school and will not be administered by staff.

Phone Calls:

On most days, the School's office is attended by an administration assistant. At other times, an answering machine will take your messages and these will be returned by staff as soon as possible. Please leave a clear and audible message including your name, child's name and contact phone number.

School Buses:

School buses operate within the district servicing most areas. The office staff will be pleased to provide you with any necessary information.

School Newsletter:

A school newsletter is produced every week and is forwarded home on Thursdays through the eldest child in each family or as a link emailed to your email address. Please look for this newsletter as it is a vital means of communicating upcoming school events to Parents and Caregivers. The newsletter is also available from the School Website.

Smoking:

Smoking is banned inside school buildings and on school grounds at all times.

School Fees:

At St Monica's Primary School, fees represent a vital part of our funding. These funds are used to cover the operating expenses of the school including electricity, postage, insurance, support staff wages, telephone, fax expenses etc. plus additional expenses including purchasing of paper and other stationery, Arts Council, swimming lessons, purchase of art and craft materials, the purchase of classroom resources, books etc. The fees also include a contribution to the School's Building Fund, for capital work items.

Accounts for School Fees and Levies are sent home at the beginning of Terms 1, 2 & 3. If parents would prefer to pay on a more regular basis, that is monthly or fortnightly, we would be happy to make such arrangements. A direct debit facility is also available.

School Fees make up the difference between Government Grants and actual costs. It is impossible to run the school on Government Grants alone. Parents who have a genuine financial reason for not meeting their commitment, need to approach the Principal, so that alternative arrangements can be made. All such approaches will be treated confidentially.

Please contact the office for the updated amounts for tuition.

Parents and Friends Association Fundraising Levy

There is a fundraising levy of \$57 per family per term, (inclusive in above amount). This assists the Parents and Friends' Association to contribute towards various resources and to keep fundraising activities run through the year to a minimum. The P&F also hold other activities during the year for parents to interact socially.

Tuckshop:

The School Tuckshop operates on Mondays, providing both morning tea and lunch. A list is sent home at the beginning of each year, outlining what menu items are available, prices and how to order your child's lunch. The Tuckshop Menu is also available on the School Website.

The School Tuckshop is run by the P&F in a voluntary basis. If you are able to assist with the operation of the School Tuckshop, this would be greatly appreciated. Please contact the School if you have any queries in this regard.

Curriculum:

St Monica's School implements the same curriculum as Queensland State schools, incorporating National Curriculum subjects, but with the added dimensions of Religious and Faith Education. The spiritual, social and emotional aspects of a student's education have primary importance at St Monica's alongside that of their academic development. Our smaller class sizes mean that teachers have more time to spend with each student on a one-on-one basis *every day*, thus allowing for more constant monitoring of student progress. Teaching programs provided cater not only to the mainstream student but also offer support to those students with learning difficulties and extend those students with gifts and talents.

Religious Education:

Since 2014, St Monica's has implemented a new Religious Education Program based on that created by the Diocese of Brisbane. This program aims to form students who are literate in the Catholic and broader Christian tradition so that they might participate critically and effectively in faith contexts and the wider society. Co-ordination of the program is the specific responsibility of the Assistant to the Principal – Religious Education and implemented by classroom teachers. (See also Faith Education on page 4 of this booklet.)

Social/Emotional Development:

All behavioural expectations and interactions at St Monica's aim to assist each individual to become caring, attentive, responsive, respectful, resilient and independent learners and community members. Specific classroom lessons are undertaken to help students recognise and take control of their emotions and to promote healthy interactions with peers and other people they encounter. Participation in Buddy programs between older and younger classes aims to provide opportunities to practise such interactions, and to contribute to a safe learning environment for our students.



Early Years Curriculum:

Besides the subjects of English, Mathematics, History, Geography, Science, HPE, The Arts, teachers in Prep and Year 1 plan and teach to the dimensions of Imagining and Responding, Investigating Technology and social and Personal Learning. Please refer to the Prep Parent Handbook for further information.

National Curriculum (ACARA) Subjects:

In 2015, St Monica's shall implement the National Curriculum subjects of English, Mathematics, Science, History, Geography, Health and Physical Education, The Arts and Languages. The Arts curriculum encompasses the areas of Music, Visual Art, Drama, Dance and Media. Indonesian is taught to all classes at St Monica's. The Queensland Curriculum authority subject Technology is also implemented as the ACARA subject Technologies is not yet endorsed.

Sport:

Involvement in sport is an important facet of the curriculum at St Monica's. All students participate in inter-house and interschool sporting competitions. St Monica's has earned a proud reputation for its sporting achievements over the years, with many sporting trophies currently being held by the school.

Participation and enjoyment are considered to be important values during sporting activities conducted at St Monica's. We look to foster a healthy attitude to sport and participation therein.

As of 2009, St. Monica's has three sporting houses named to commemorate the close links the Oakey community has with the Defence Forces of our nation. They represent Australian servicemen and women sacrifice in the three main areas of the world in which Australia has lost many brave men and women – Europe, Middle East and Asia.

- Fromelles Blue
- Beersheba Gold
- Kokoda Green



Subjects with Specialist Teachers:

Physical Education: Specialist Physical Education teachers teach specific sports and movement skills to classes. Activities may include cross country and athletics events, team sports and swimming. Each class receives one specialist lesson per week while class teachers take follow up lessons, and lessons pertaining to the Health strand of HPE.



Music: A music specialist is responsible for the organisation of a stimulating Music curriculum at St Monica's incorporating musical awareness, singing, movement and instrumental components. This teacher takes each class for a specialist lesson once a week in accordance with the Australian Arts Curriculum.

Drama: Students receive Drama lessons on a semester basis. The Drama Teacher is responsible for delivering instruction in voice and dramatization techniques according to the Drama strand of The Arts curriculum.



Indonesian: St Monica's Primary School utilises the services of a qualified teacher for the implementation of a Languages program. Students in Prep to Year 6 receive lessons in Indonesian language and culture on a semester basis as part of this program.

Extra-curricular Opportunities:

Students at St Monica's are blessed with a variety of extra-curricular activities from which to choose. Throughout the year students may participate in various community events such as International Prayer Day, ANZAC Day Commemorations and the Oakey show. Other opportunities may include:

Minnie Vinnies – This is a junior version of St Vincent de Paul where students identify and participate in ways to make a positive difference in the lives of those less fortunate.

Choir – This is led by the specialist Music teacher and may involve School/ Parish activities and Eisteddfod work.

Instrumental Music – Our instrumental teacher provides tuition in piano, wind, brass and percussion instruments. The program runs one day per week. Tuition costs are in addition to school fees invoices. Please note that the payment of school fees must take precedence over the payment of instrumental tuition fees. Children will not be able to participate in the instrumental program if parents are unable to meet the financial obligations to the school.

External Competitions and Testing – Possibilities here include inter-school competitions such as the Maths Team Challenge (St Monica's were Winners in 2014), Battle of the Brains (Oakey Show), sports activities against local schools, sports trials and ICAS testing in English, Maths and Science.

After School Activities – The opportunity to participate in active sports occurs one afternoon each week on school grounds led by qualified staff.

Information Communication Technology (ICT):

Each classroom in St Monica's has access to computers. Besides a bank of computers in the Library, students have access to laptops, surface RTs and iPads to match their learning needs. Appropriate software is also provided to each Grade Level to encourage learning across all curriculum areas.

As part of the annual budgeting process, the School aims to purchase new computers every 4-5 years. The budget also allows for the continual upgrade of supporting hardware and software for these computers.

Each classroom is also supplied with an interactive white board and a sound field system (phonic ear). The interactive whiteboards allow for interesting presentation of information whether it be static display, digital and/or online, enabling students and teachers to physically interact with what is displayed. The sound field system ensures that all students hear the teacher from any point in the classroom equally well.

The School has developed an integrated Learning Technology Skills Program for every Year level. The role of technology in the classroom is seen as complimenting, not replacing important traditional student/teacher interactions.



Learning Support:

St Monica's offers support to all of its enrolled students through comprehensive planning, teaching, assessment and reporting processes. The classroom teacher maintains responsibility for the education of each child in their class. In addition to this, an experienced teacher works at the School on a part-time basis in the role of Learning Support Teacher (LST).

The LST is responsible for the implementation and review of the School's Learning Support Program and assists classroom teachers with identification of individual students' learning needs and appropriate strategies to support each child accordingly. The LST will also assist teachers with formative assessments and resources as needed.

The LST may work with students in small groups to provide both academic and pastoral support, offering an important opportunity for students to experience success with their learning.

School Reporting:

Written school reports are issued at the end of each semester. Formal Parent / Teacher interviews are conducted at the end of Term One and the end of Term Three, in order to provide timely and constructive feedback about student progress and so that any needs identified can then be addressed.

Teachers are always available to talk to parents about their child's progress. It would be appreciated if parents would contact the school beforehand to arrange a mutually convenient time for such discussions.

In order to assist with the smooth operation of classrooms and continuity of routine, parents are asked not to come into classrooms unnecessarily as this can unsettle the children.

Staff for 2016:

St Monica's Primary School is fortunate to employ a team of fully qualified professionals, dedicated to the spiritual, academic, physical and social wellbeing of our students. A list of staff and their primary areas of responsibility appears below:

The list below names the classes and teachers/staff for the 2016 school year:

ROLE	STAFF MEMBER
Principal	Mr Roland Poulton
Assistant Principal– Religious Education	Mrs Teresa Woolacott
Learning Support Teacher	Mrs Annette Murdoch
Year 6 Teacher	Mr Michael West
Year 5 Teacher	Mrs Charmaine Tancred
Year 4 Teacher	Mrs Kaylene Bruggemann
Year 3 Teacher	Mr Dylan Philp
Year 2 LE Teacher	Mrs Liliana Eckhardt
Year 2 CA Teacher	Mrs Cheryl Anderson
Year 1 Teacher	Mrs Chris Conneely
Prep Teacher	Ms Robyn Crisp
Teacher Librarian	Mrs Mandie Tindall
PE Teacher	Mrs Mallory Anderson
PE Teacher	Mrs Mallory Anderson
Indonesian Teacher	Mrs Teresa Woolacott
Drama Teacher	Mrs Teresa Woolacott
Music Teacher	Mrs Miram McLatchey
Curriculum Coach	Mrs Suzanne Bauer
Mrs Dee O'Reilly	School Officer (Admin)
Mrs Thelma Bain	School Officer
Mrs Carmel Cooper	School Officer
Mrs Rebecca Booth	School Officer
Mrs Chris Byers	School Officer (Prep)
Mrs Karen Paige	School Officer (Library)
Mrs Ann-Marie Tyrie	School Officer
Mr David Coombs	Groundsman
Mrs Ruth Hess	Cleaner

Solving Problems:

In any organisation, problems arise from time to time. A school community is a complex body involving the Parish, Head Office, School Administration, teachers and ancillary staff, visiting specialists, parent groups and students.

As educators of children, we understand the concerns of parents and we ask that parents in return understand that the roles of the teacher continue to become more demanding and complex. The education of our students is a partnership.

Our teachers are fully qualified education professionals and as such, it is preferred that interview times are prearranged at mutually convenient times to all parties.

When a problem arises, please contact the person concerned directly. If the matter involves a staff member and seemingly cannot be resolved, the Principal should then become involved. Please avoid the approach of “going over their head” as this promotes a feeling of distrust.

Another important point is to keep an open mind about what you hear. We love and cherish our children, however it is wise to remember that they can sometimes embellish and misinterpret things. Checking ‘stories’ with those concerned in a courteous manner should resolve any such problems.

Please avoid the use of intimidation and aggression when trying to solve problems. This is a quality to be avoided in a community based on the teachings of Christ.

Problems can arise between various parties involved in a school community. Most of these issues usually result from a breakdown in the lines of communication. The key then, is to maintain lines of open, clear and courteous communication.

Parish Priest:

The Parish Priest, Fr Thomas Areekuzhy, is the spiritual leader of the school community. He works closely with the Principal and A.P.R.E. and is involved in School life.

Father liaises with the A.P.R.E. in relation to the development of the faith community, sacramental program, pastoral care and School liturgies. He is also a member of the School Board.

A Parish Bulletin is sent out to the Parish community weekly which outlines upcoming School and Parish Mass times and other important dates.

Father Thomas can be contacted on (07) 4691 1043.



Uniforms:

Research has shown that one of the real advantages of an education at a Catholic School is that a special and unique pride is developed. One significant way to foster such pride is the enforcement of strict uniform guidelines. All children are expected to wear the school uniform as listed below:-

School Uniform Years 1 to 6

Girls: *Formal:* *Monday, Wednesday & Thursday*

St Monica's School Dress Uniform

Dress: Pattern, Sutton no 346(B)

Dress: Fabric, Check 8021

Collar: Cesarella 1301 Zip: Birch 265 Bottle Green

St Monica's School Green School Hat

Short White socks – (no ankle socks)

All black shoes – May be leather or jogger



Girls: *Sports:* *Tuesday and Friday*

St Monica's School Sports Shirt Yr 1 to Yr 5

St Monica's School Leader Shirt Year 6

St Monica's School Navy Blue Skort

St Monica's School Green School Hat

Short white socks

White Sandshoes



Winter

As Above

St Monica's School Bottle Green Fleecy Pullover with embroidered crest

Green fleecy track pants with sports uniform only

Navy Blue Tights (optional)

School track top with embroidered crest (optional)

Boys: Formal: Monday, Wednesday & Thursday

St Monica's School Dress Shirt with tartan collar

Shirt: Pattern, Simplicity 5581

Fabric: Bottle Green Poplin 8021,

Shorts: Navy Blue Long Shorts (Ruggers)

St Monica's School Green School Hat (Slouch hat style)

Short Navy Blue Socks – (no ankle socks)

All black shoes – May be leather or jogger

Boys: Sports: Tuesday & Friday

St Monica's School Sports Shirt Yr 1 to Yr 5

St Monica's School Leader Shirt Year 6

St Monica's School Navy Blue Shorts (Stubbies)

St Monica's School Green School Hat (Slouch hat style)

Short White socks – (No ankle socks)

White Sandshoes

Winter

As Above

St Monica's school Bottle Green Fleecy pullover with embroidered crest

Green fleecy track pants with sports uniform only

Long navy Blue pants - Ruggers – Formal uniform (optional)

School Track top with embroidered crest (optional)

The uniform is available locally at M & M's or at Oakey Craft and Saddlery. The P&F is currently sourcing an embroidered Sunaway hat for \$27.50 available through the office. If you are buying parts of the uniform elsewhere, please check that you are buying the correct style, colour and material.

It is expected that correct and clean school uniform will be worn at all times. A school uniform can help instil in the students a sense of pride and identity.

Prep students wear the sports uniform 5 days per week – Monday to Friday.

All Students:

Hair: Collar length hair or longer must be tied back with a green band or green ribbon. Maintaining the natural colour of one's hair is encouraged. Rat's tails and tracks are not permitted.

Ear rings: **Girls:** Sleepers and plain studs are the only acceptable earrings.

Boys: No earrings.

Other: Clearly mark all clothing with your child's name.

NB: The School fleecy pullover must be worn first. The spray jacket may only be worn over the top of the pullover.



Parental Involvement:

Parental Assistance in Classrooms:

The amount of parental involvement is at the classroom teacher's discretion and may involve providing support with Literacy, Numeracy, Art or Science activities. Please feel free to contact your child's teacher in this regard. Volunteers are requested to complete a Volunteer Induction Program with the Principal before assisting in classrooms. You must sign in at the office prior to any volunteer time.



Parents and Friends' Association:

An important role of parents in this community is that of supporting the School and our teachers. St Monica's Parents and Friends' Association provides valuable material and physical support to the School from the money it raises and the vital people power it offers. The P&F also provides several social occasions throughout the year for parents, students and staff to interact in a relaxed, fun environment.

The Parents and Friends Association is a worthwhile organisation where you can interact with fellow parents, and actively participate in creating the best school environment for your child. Your involvement in their monthly meetings and many other activities is strongly recommended. Meetings take place on the first Monday of each month at 7.00 pm in the School Library.

School Board:

St Monica's Primary School has a School Board made up of parent, staff and Parish representatives. This group is involved in formulating school policies for comment and implementation at St Monica's. The Board meets on the second Monday of every month.

St Monica's will continue to encourage its students to take pride in all endeavours, following our belief that an education at St Monica's is not only about being different, it is about *Making A Difference* in the lives of our students.



The school does not replace your home in the education of your child, the school complements it. As Parent and Caregiver, we encourage you to continue to take a positive part in your child's education.