

St Therese's Catholic Primary School Monto

(Established 1940)

OFFERING A QUALITY CATHOLIC EDUCATION FOR STUDENTS PREP TO YEAR 7



Parent Handbook 2015

"All Deeds for God"

A MESSAGE OF WELCOME

Dear new members of St Therese's Family,

Welcome to St Therese's School community. Our school Vision and Mission Statement stress the need for the development of partnerships between parents, school and wider community.

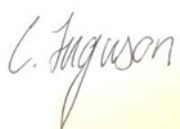
Education is always changing due to government, system and internal influences. With education moving into the 21st century it is essential our parents keep in touch with the school. The school aims to provide an education for your child that represents the current curriculum initiatives.

I would encourage you to become involved in your child's education. There are several committees and other events that parents and friends are welcome to attend plus parents are always needed in classrooms and within the general school. Our teachers are always willing to discuss your child's progress, learning needs and any problems with you.

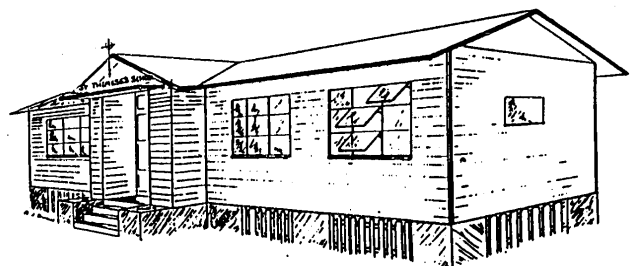
St Therese's Catholic Primary School prides itself in being a family community and is well known for the family atmosphere it has created and continues to nurture. A strength of St Therese's School is our community spirit and the way we support each other. This is due to the smaller size of the school, the welcoming nature of the students, parents and staff; and the fact that we emphasise the importance of family and the values of Catholic Education. We celebrate the lives of all of those in our school community – not just the children!

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

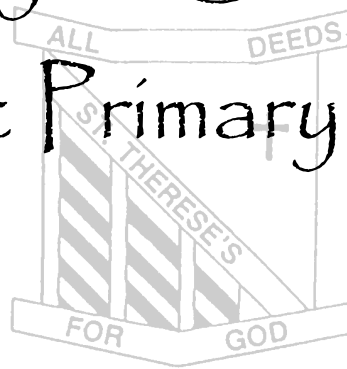
Kind regards



Mr Chris Ferguson
Principal



The Story of St Therese's Catholic Primary School



SCHOOL VISION AND MISSION STATEMENT



VISION STATEMENT

St Therese's Catholic Primary School is a community of pupils, parents, staff members, parish and clergy. Jesus Christ is the centre of the community. His teachings and his commitment to serve others is an example by which the members of this community follow.

St Therese's Catholic Primary School is an integral part of St Therese's Parish, Monto. The school exists because of the parish and wider community's desire for Catholic Education for its students. The school community endeavours to make a large, continuing contribution to the life of the parish and to the civic community.

All members of the school community endeavour at all times to grow in the knowledge and love of God and the Church. Individual and community prayer is essential to this growth.

All members of the school community endeavour to show a loving concern for other members of the school community and for all with whom they come into contact. We try to recognise and value the special talents which others have been given.

We acknowledge that each member of the school community develops and learns in different ways. Their unique characteristics and talents are encouraged through their varied learning and teaching processes and by giving and seeing good examples.

OUR SCHOOL STORY

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

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

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

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

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

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

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

MISSION STATEMENT

We are a Catholic School community with Jesus Christ as the model for our lives. In our learning and through prayer we aim at all times to grow in our love and knowledge of God. Each of us is unique and is encouraged to develop to our full potential.

ST THERESE'S SCHOOL PRAYER

St Therese, we ask you to bless our school and everyone in it. Help us to grow in love together in our parish and town community.

Help us to always remember your life and the way you did 'little things' for others. We also remember our families, our friends and the happy times of our childhood.

May we always turn to you in times of need, and as we reach our potential, help us to remember that you are there assisting us to do all deeds for God.

We ask this in Jesus' name.
Amen.

Diocesan Catholic Education Office

The Diocese of Rockhampton covers an area of approximately 415 000 square kilometres. The Diocese stretches from Bundaberg in the South to Mackay in the North and West to Longreach and beyond to the Northern Territory border. Bishop Brian Heenan was ordained as bishop of the Diocese of Rockhampton in 1991.

In keeping with the vision of the Second Vatican Council the Diocese articulates a vision of pastoral ministry. The *Vision Statement of the Diocese* emphasises the values, beliefs and quality of relationships which bring about the authentic living out of this Vision:

***"As a community of believers,
we live out the call of Baptism through personal faith in Jesus,
witnessing together to the Good News of the Kingdom"***

MINISTRY OF EDUCATION IN THE DIOCESE

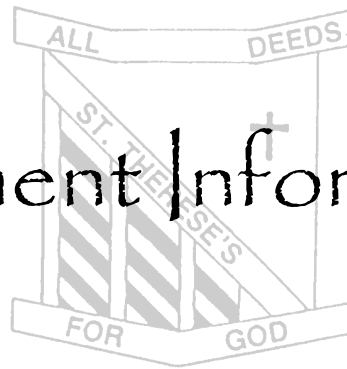
The *Diocesan Catholic Education Office* is a Ministry of the Catholic Diocese of Rockhampton, from which it derives its purpose and meaning. The Diocesan Catholic Education Office plays an essential role in the Church's mission, to live the challenge of the Gospel and to be welcoming and inclusive of all. The *Mission* of the Diocesan Catholic Education Office is encapsulated in the following *Statement*:

***"As part of our search for 'Meaning for Life'
all involved in Catholic Education and Faith Formation
from birth to death,
accept a call from God to serve the communities
of the Diocese of Rockhampton."***

The Diocesan Catholic Education Office was opened in 1966 and was the First Catholic Education Office in Queensland. Prior to this various priests had toured the Diocese as Inspectors of Religious Education in schools. The *Rev Dr Cecil Ballard* was appointed as the First Director 1966 - 1975. After Dr Ballard's death in 1975, *Rev Dr Kevin Castles* was appointed as the Second Director 1975 - 1988. When *Dr Castles* retired from the position *Mr Joe McCorley* was appointed as the Third Director of Catholic Education for the Rockhampton Diocese 1988 - 2001. *Mr McCorley* accepted the position of Executive Director for Queensland Catholic Education Commission in early 2001 and in July of that same year *Miss Leesa Jeffcoat* was appointed the Fourth and Current Director for Catholic Education in the Rockhampton Diocese.

The Diocesan Catholic Education Office covers three areas of Ministry; **Catholic Schools, Adult Faith Education and Formation and Religious Education in State Schools.**

Enrolment Information



Application for Enrolment

An application form must be completed in respect of every child for whom enrolment is sought. Before an application can be considered, the following conditions must be met:

- ✓ Parents must arrange an interview with the Principal.
- ✓ Parents must be prepared to accept the conditions of enrolment (stated on the enrolment form) full in respect of each child.
- ✓ A copy of birth and Baptismal certificates plus immunisation reports must be provided.
- ✓ Enrolment does not automatically follow as a result of an application.

This enrolment process is applicable anytime within the school year.

Funding

"No Child will be denied an Education"

Regretfully fees are a necessary fact of life for schools such as ours. Our system gets some funds from the State Government and greater support from the Federal Government. Our school must provide very detailed accountability records to the Federal Government in order to gain and maintain that support.

Costs for attendance at St Therese's are as follows:

1. **Diocesan School Fees – determined by Catholic Education**
2. **Primary Levy - \$70 per child once a year**
3. **Parents & Friends Association - \$25 per family each term**
4. **Technology Levy \$50 per 1 student family and \$90 for 2 or more per year**

Fees are determined by the Diocesan Educational Council, following consultation with all school communities.

The details of these costs are available from the office or are enclosed in an enrolment package.

Catholic Education has processes in place for families struggling to pay the structured school fees. Assistance is available for families in this situation however, arrangements must be organised with the Principal to determine the appropriate assistance for a particular family. This process is confidential.

Levies

1. **Diocesan School Fees**

A fee schedule is published annually – if you would like to receive a copy please contact the School. Fees are the same for all schools in the Rockhampton Diocese. The Diocese are sincere in its efforts to keep fees down, and it is important to note that our Diocesan schedule compares more than favourably with other areas in Queensland and Australia.

It surprises many parents to learn – when one does a quick calculation on the total fees being collected by the school in a year from our families – that these represent only a very small fraction of the cost of the system providing staff and other services to our school (eg library, cleaning, specialist and other support services)

2. **Primary Levy**

This covers general resources etc. (It does not include excursion costs) This is set at \$70 per child per year and is payable first term or by arrangement with the Principal.

3. **P&F Levy**

This levy is set at \$25.00 per family per term and is payable per term. This payment is made to the P & F Association but a percentage of this money is given to the school for the purchasing of resources. The percentage is determined by the P & F Association

4. **Technology Levy**

The technology levy is used for Capital Technology Purchases. The levy is set at \$50.00 per child per year and \$90 for 2 or more children in the family per year. This is payable first term or by arrangement with the Principal.

5. **Diocesan School Building Levy.**

The Diocese of Rockhampton has established School Building Funds which will be used to fund construction and maintenance costs for each school across the Diocese. You will appreciate that there is a substantial cost to the Diocese in maintaining and developing the existing school structure. Each family is asked to make a regular contribution of \$82.50 per term to the Fund in association with their regular payment of school fees. If families have children at primary and secondary schools, the levy is to be made at the primary school only. As this amount forms a collectable part of school fees, no tax deduction is possible.

Levies to this fund go directly to the Diocesan Catholic Education Office (DCEO). The school merely acts as an agent for the DCEO in this matter. This is the same in all diocesan schools. The school must make up any difference from its own funds, to the Diocese, for any fees not paid by parents to this fund.

Our school has been very fortunate of late due to the construction of 2 new classrooms, new library, new toilets, new administration and staff room area. This is what the Diocesan School Building Fund contributes to in our schools. THANK YOU FOR YOUR SUPPORT!

Concession to Fees

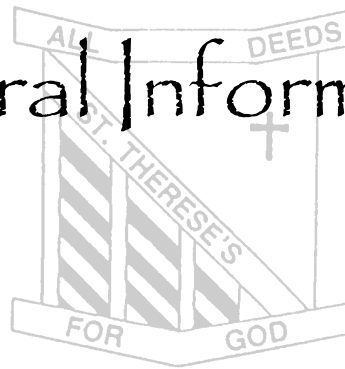
It is important that parents are also aware that the school must pay most of the calculated fees to the Diocese irrespective of whether the parents pay or cannot do so. Our school community is serious in its commitment to the Mission Statement. *We do appreciate and in no way make light of the sacrifices many families have to make to keep their children at a Catholic school.*

Our school has established a Catholic Education Assistance Fund (**CEAF**) to provide assistance for families where personal circumstances make it difficult to pay all or part of the school fees. Further information is available upon request. We will attempt to provide assistance we can to genuine families and **all that is necessary is for you make initial contact with the principal (in confidence) about the situation.** If, however, you can afford to pay the fees but will simply choose not to do so then non-payment – in other than genuine cases – places a double burden on our school.

The above details are provided in the hope that all parents will have some 'mental map' of where money comes from and goes.

Please don't hesitate to contact the Principal if you have any queries about the payment of school fees.

General Information



Staffing 2015

PARISH:

Parish Priest- Fr Jose
Pastoral Council Contacts – Mr Col List and Mrs Mary Anne List

PRINCIPAL:

Mr Chris Ferguson

ASSISTANT TO THE PRINCIPAL RELIGIOUS EDUCATION (APRE):

Mr Blair Smith

ANCILLARY:

Administration Secretary: Mrs Lorraine Muller
Cleaner: Mrs Julie Keitley
Grounds Person: Mrs Julie Keitley

TEACHING STAFF:

Prep: Miss Denielija MacLean
Years 1: Mrs Kate Vincent
Years 2/3: Mrs Trish Hammond
Years 3/4: Ms Kelsie Brosnan
Years 5/6: Mr Blair Smith & Mrs Christine Dahtler
Learning Support Teachers: Mrs Robyn McInnes & Mr Martin Ryan

SPECIALISTS LESSONS:

Oral Language Development: Mrs Robyn McInnes
Health and Physical Education: Mr Blair Smith
The Arts: Mrs Trish Hammond
Specialist Release: Mrs Christine Dahtler, Mr Martin Ryan & Mrs Robyn McInnes

SCHOOL OFFICERS:

Teacher Assistant: Mrs Sarah Briffa
Teacher Assistant: Mrs Kellie Farmer
Teacher Assistant: Mrs Robyn Kielly
Library Assistant: Mrs Michelle Felesina



Contact Numbers

School	07	41 661 654
School Fax Number	07	41 661 035
Biloela Presbytery	07	49 921 252
Emergency after hours		0400607545

School Times















8.45am	Morning Bell
8.45 am - 10.45am	First Session
10.45 am – 11:30am	Lunch
11:30 am – 1:45 pm	Middle Session
1:45 pm to 2:00 pm	Afternoon Tea
2:00 pm to 3:00 pm	Afternoon Session
3.00pm	Dismissal Bell

Supervision

A teacher will be on duty from 8:20 am. It would be appreciated if no children are at school prior to this time. One teacher is rostered on for snack duty and others for lunch duty. Of an afternoon, one teacher is also rostered on duty in the front of the school to supervise children going home by bus or being picked up by car. All other students are to leave the school grounds upon dismissal. Those who are waiting to go home by car must wait with the teacher on bus duty.

Uniforms

Please contact the Principal or office if you have any queries concerning the current uniform.

	BOYS	GIRLS
HAT	broad brim royal blue hat -available from Heilbronn's, Monto 	broad brim royal blue hat -available from Heilbronn's, Monto 
SOCKS	plain white anklet socks (just above the shoe) -available from Heilbronn's, Monto  	plain white anklet socks (just above the shoe) -available from Heilbronn's, Monto  
SHOES	plain black shoes (formal or joggers) -available from Heilbronn's, Monto 	plain black shoes (formal or joggers) -available from Heilbronn's, Monto 
SHIRT	polo dress collared shirt (long or short sleeve) -only available from the school office  	polo dress collared shirt (long or short sleeve) -only available from the school office  
SHORTS	royal blue stubbies shorts -available from Heilbronn's, Monto 	royal blue stubbies skorts -available from Heilbronn's or Stitch and Stash, Monto 
THE ITEMS LISTED ABOVE ARE TO BE WORN EVERY DAY		
WINTER UNIFORM	royal blue tracksuit -available from Heilbronn's, Monto	royal blue tracksuit -available from Heilbronn's, Monto
ACCESSORIES	-Watch only	-Royal blue or white hair accessories -Plain earring sleepers or studs -Watch

Student Use of Facilities

BEFORE SCHOOL AND MORNING TEA

- No school sports equipment (computers are allowed with teacher permission and presence)

LUNCH

- Equipment can be borrowed from the Sport's Shed. The upper school children are responsible for recording Borrower's Name and details of borrowing; and checking the equipment upon return.

We require the children to wear a hat when they play outside in the sun. When a class is going on an excursion away from school it is expected that they will wear a hat. NO HAT-NO PLAY

Wearing Of Hats – NO HAT, NO PLAY

We require the students to wear a hat when they play outside in the sun. When a class is going on an excursion away from school it is expected that they will wear a hat.

Water Bottles – every child needs one every day

Although the school is well equipped with drink taps it is essential that every **student has a water bottle** every day. The students are always involved in activities away from the drink taps so it is necessary for them to have water with them at all times.

Book Club

The school operates Book club on a regular basis. Books are offered to parents at very reasonable prices. The school also benefits from each purchase – we are allocated points (according to our order size) with which we are able to purchase free resources for the school.

Lunch Order Services

A Lunch Order service is presently available; you will be notified of this through a special note. Price lists are distributed early in the school year. This service is organised by a local business.

Newsletters

A weekly newsletter is produced. The aim of this newsletter is to keep parents informed of what is happening at the school, so please take the time to read it. The newsletter is electronically sent out Thursday of each week.

Assemblies

There is a formal assembly Friday of each week at 8:55 am - children gather in the under the covered area.

During our assembly we celebrate a prayer, sing the National Anthem, celebrate birthdays, Honour Special Achievements, and listen to reports from the School Captains and/or Sports Captains. This assembly is seen to be an important part of our school culture where we celebrate the lives of the children, parents and staff. You are encouraged to come along to join in!

Students of the Term Awards

These are presented once a term to children from each level and are celebrated at the Friday assembly or are posted by mail to the child's family home. These awards are given for many reasons; improvements in work, sporting or cultural endeavours, behaviour etc, and these awards are not confined to academic achievement only.

Sports Houses

Children are allocated a sports house at the time of enrolment for their entire time at this school. Houses are Johnston House (Gold) and Jeffcoat House (Green). House Teams are used for both the swimming and athletic carnivals each year. Brothers and sisters would be in the same house.

Student Leadership

Student leadership is encouraged through the appointment of students to a variety of formal positions of responsibility. These positions are filled at the end of term one. Students must campaign for their positions as a means of demonstrating their ability to be elected for a particular position.

- ★ **School Captains** are elected by those whom they will serve.
- ★ **Sports House Captains** are elected by members of the Sports Houses.
- ★ **The Student Council** will consist of all those elected to the above positions and the rest of year six. Those who are Student Council Members (not the above positions) may generally have a greater role to play at these very important meetings. Occasionally there may exist a need to elect some year five children to the Student Council. These children will meet on a regular basis to discuss issues and concerns of students. These are then taken to the Principal for discussion and action where necessary. The Student Council will also make its presence felt in a way that adds to the culture of the school.

The format of this leadership model is determined from year to year and at the discretion of the Principal.

Office Displays

Each term, the different levels display their work in the front office area. This gives parents and visitors a chance to see what the different classes are doing and it gives the children the opportunity to show off the fine work that they are producing. Do drop in and have a look!

Student Absence

Please advise the school of the reason for any absence of your child. A brief note to the child's teacher or a phone call to the school would be appreciated. For extended absences, please advise the class teacher through a phone call to the school office or send a note to the school.

A medical certificate is required for a child absent longer than two days in a row.

Guidelines for Parents

Parents are to ensure the regular attendance of their children. Rolls are marked daily according to the State Department Regulations.

As a general rule, students are not permitted to leave the school grounds once they have entered them. If for a very good reason, parents request that their children be permitted to come home for lunch, the request is to be made in writing, signed and dated by the parent, and addressed to the Principal.

Dental and medical appointments are to be made out of school time, unless travel is a mitigating factor. If this is not possible a note of explanation is required.

The school takes no responsibility for students who enter the grounds prior to 8.20am or who remain behind after the last bus has departed unless a parent has contacted the school to make alternate arrangements. However, we will endeavour to contact the parents or their next of kin to ensure the safety of the child.

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

Parents are asked to label all clothing and personal property clearly.

Swimming lessons, sporting activities and/or arts council performances are part of the school curriculum; therefore a written explanation from parents is required to absent a child from these lessons.

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

Parent Help

Parents are always welcome to assist in and around the school in any capacity. Numerous opportunities exist in the classrooms; the school in general needs help with library, grounds etc; working bee assistance is an invaluable way of helping the school with maintenance and repairs. Any assistance you can give will be welcomed. Children love to see parents, grandparents and friends in and around the school!

Please contact the Principal in regards to Blue Card requirements when volunteering in a school environment.

Adopt-A-Cop

Our school has the service of the local police force for such activities as explaining road safety, safety house, rules and laws.

Workplace, Health and Safety Information

Administration of Medication to Students at School

Medication issued from a doctor will be administered by school staff. A school medical form has to be filled out by the Parent. Students prescribed medication by a paediatrician is accepted. A formal letter from the paediatrician is required.

Ambulance

Where a serious accident has occurred, the school's first priority is for the medical attention and welfare of the injured person. If the accident is serious enough to warrant the calling of an ambulance for a child, the school will do this prior to telephoning the parents.

Head Lice

It is not the end of the world to find head lice in your child's hair! Preparations for treatment are available at any chemist. **Health regulations require that a child with lice be excluded until treatment has been completed.** Please advise the school if and when you discover head lice on your child. Treatment should begin immediately.

Working Bees

Our school is very fortunate with a team of dedicated parents and friends who keep our school looking great. Occasionally the school may call on parents to attend a working bee if maintenance jobs have accrued over the term or ask them to attend to the needs in their own time.

Any parent is welcome to help keep our school and grounds neat and tidy; however it is essential that the school is notified of when you will be present at the school. Notification can be made to the Principal or front office. This is in case of an accident. The school continues to have a duty of care for anyone on the premises even if it is after hours. Thank you for your consideration in this matter.

St Therese's Catholic Primary School - Support Groups

School Board

St Therese's Catholic Primary School's Board was formed at the end of 1991. The Board is policy-making body that draws on the whole school community to set directions for the school. It operates on the model of Shared Wisdom which is based on the belief that:

No one person has all the wisdom
Everyone has a different piece of wisdom
Everyone has some wisdom

At different times during the year you will be asked to respond to different issues and policies that the Board is working on and it is hoped that all parents will take this opportunity to participate in the process. Membership of the School Board is taken from a cross section of our school community; Principal, Staff Representative, Priest and Parent Representatives.

The Members of St Therese's School board are: Mr Chris Ferguson, Mr Blair Smith, Mr Len Felesina, Mr Grant Burnham, Mrs Melissa Hill, Ms Kristen Moir.

Why have them? It is a Vatican 11 directive that we take more responsibility for decision making in Catholic Schools. It ensures a continuity of our school's mission and policies.

What are they? They are a structure for effective shared decision-making. They are a policy making team.

What do they do? The School Board co-operates with the School Staff in the living of the Mission Statement; specifically in the area of policy development.

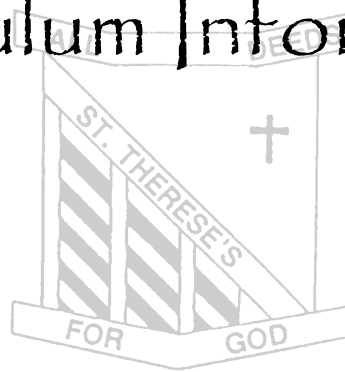
The meetings are held on the 3rd Monday of every month from 5:30 to 7:00 pm.

Parents & Friends Association

The members of the P&F Association generally work tirelessly throughout the year in an effort to improve the social, environmental and financial standing of the school and it is important that their efforts are rewarded with support from the whole school community. P&F Meetings are held every third Wednesday of the month from 2 to 3:00 pm. The annual General Meeting is held early in the year at which election of office bearers takes place.

The Parents and Friends organise other sub committees that all parents are asked to be involved with throughout the school year if they wish. These include: Open Nights, Working B's, Catering for Polo X, Dairy Festival Committee, Karaoke Committee, Grants Committee, Backyard Cricket Pet Show & Parish Fair etc.

Curriculum Information



Key Learning Areas

The current curriculum in education today is strongly influenced by our federal and state governments, our Catholic Education experts and internal restrictions within our community. As these organisations work towards a national curriculum our school will encounter various differences within the classrooms over the next few months and years.

Curriculum has changed since many of us were at school and even since a few years ago. The change is what drives our teachers to keep in touch with latest initiatives.

We currently follow the Australian Curriculum. The subjects taught from the Australian Curriculum are:

- *RELIGIOUS EDUCATION (only applicable to Catholic Education schools)
- *MATHEMATICS
- *ENGLISH
- *Science
- *Technology
- *HPE – Health and Physical Education
- *History
- *Geography
- *THE ARTS –Visual Arts

Please don't hesitate to contact the Principal or the classroom teacher if you wish to discuss the current curriculum.

Mass/Liturgies

We celebrate Mass every Monday morning at 9:00 am when Fr Jose is available. Parents and friends are welcome to attend. The school also celebrates Children's Masses that occur once a term on a Sunday night at 6:00pm or other times arranged. Other liturgies and prayer celebrations are organised throughout the school year by the classroom teachers with the assistance of the APRE.

RECONCILIATION:

The First Rite of Reconciliation is celebrated when possible.

PRAYER:

The students are immersed in different types of prayer throughout the school day. These may include singing hymns, attending mass or saying prayers before meals or at the beginning or end of the day.

MISSIONS:

Students are encouraged to support the Missions in their classrooms throughout the year. The Mission supported by the school is determined by the APRE.

SACRAMENTS:

Reconciliation - Home-based preparation (usually Year 3)

Confirmation/Eucharist - Home-based preparation (usually Year 4)

Please contact the APRE for more details about our liturgical celebrations supported by the school.

Cultural Performances

The school offers our students a number of cultural experiences throughout the year. There are Arts Council performances and other events including Life Education Van, Cartoonist, RADF workshops, etc. The costs of these cultural performances will vary according to the organisers and time of year. Parents will be notified of times and costs of these performances in the newsletter.

Homework

The setting of homework is a worthwhile exercise as it reinforces the work that is covered during the day and acts as a form of evaluation for the teacher. It also assists children with their organisational skills and therefore encourages them to work more independently.

St Therese's recognises the busy life's that parents live today and offers free tutoring for all grades every Wednesday afternoon from 3:10 – 4:10pm. This session gives students the opportunity to catch up on school work and homework as well as gain extra assistance where necessary.

Children will be assigned "written" and "learning" homework by their classroom teachers. The following are **suggested** maximum times for homework (writing, learning and reading). These may vary from student to student.

Year One: 10 minutes

Years Two, Three, Four, Five & Six: No more than 20 minutes

- ✓ Homework will normally be set at teacher's discretion – eg. every night except Friday or on a weekly basis
- ✓ Parents must approach teachers if your child is experiencing difficulty with the homework. Thank you.

Parent Information Evenings

At the beginning of the school year, each teacher will have a Parent Information Evening to outline their aims and expectations for the current year's curriculum. They will also offer advice on how you can best help your child with his/her progress.

Teachers will also organise other relevant Curriculum Information Evenings throughout the year to advise parents of the most recent curriculum initiatives.

Reporting to Parents

We officially report to parents about their child's progress each term.

First Term – Parent/Teacher Interview

Second Term – Written Report (parent interview optional)

Third Term – Parent/Teacher Interview

Fourth Term – Written Report (parent interview optional)

Both parents and teachers are encouraged to contact one another when the need arises and not necessarily wait until official reporting procedures. If parents wish to discuss their child's progress with the teacher, this should be done by arranging a mutually suitable time in advance and outside of school hours.

Library

The Library is a vital learning centre within our school. Classes visit the library each week to borrow books or for research activities. Therefore to ensure its smooth running the following guidelines apply.

Library Rules:

- ✓ Each child is to have a MATERIAL LIBRARY BAG for borrowing. Library bags have also been especially produced with the school emblem on it. These are available at a small cost from the office.
- ✓ Damaged or torn books must not be repaired at home. Please return the damaged or torn book, sheets/ pieces immediately to the Library and notify the Library Assistant. If beyond repair, the book must be replaced or the value of it paid to the Library.

Prep to Year Three Borrowing

Children in this level *may* borrow 2 Junior Fiction Books for one week or a book approved by the classroom teacher or library assistant.

Years Four to Six Borrowing

These children may borrow 2 books for one week.

Excursions & Trips

Classes will occasionally be required to attend field trips and excursions away from the school. Notice will be given and permission will be sought from parents before this occurs. Any costs involved will be made known to you.

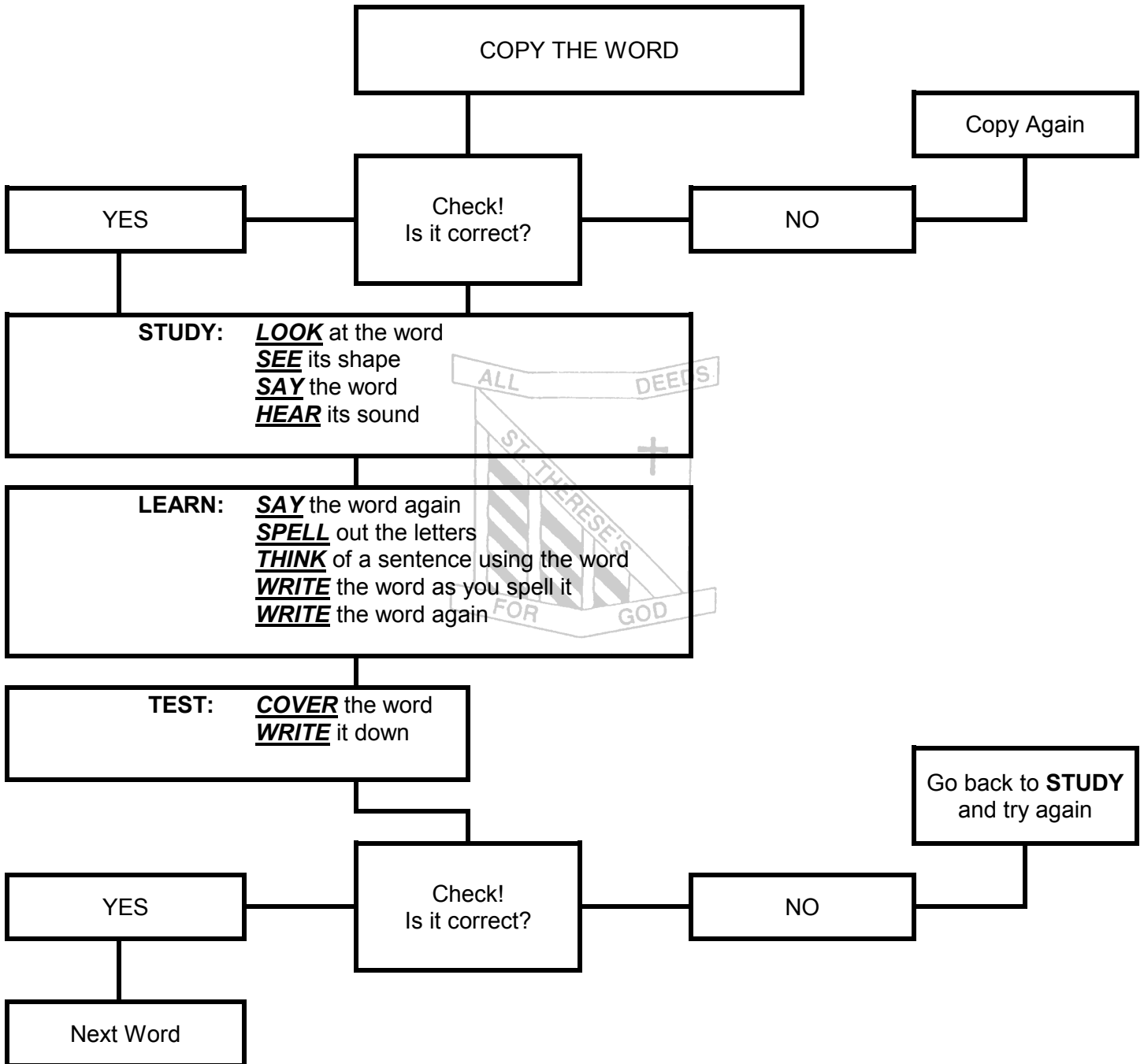


Spelling

Helping You to Help Your Child

Here is a simple method that may assist parents in helping their child in spelling difficult words.

Learn How To Spell a Word



A good speller should have a spelling conscience ie a hatred of spelling works incorrectly at any time. As spelling is mainly visual, nothing is gained by spelling a word over and over if the eyes are not on the word.

Helping Your Child In Reading

For Correct Reading

1. Give praise when a sentence is read correctly.
2. Give praise when your child self-corrects after a mistake
3. Give praise when your child gets a word correct after you have prompted.

For Problem Reading

4. Wait to give your child a chance to solve the problem

If the mistake does not make sense...

5. Prompt with clues about the meaning of the story e.g. ask a question

If the mistake does make sense...

6. Prompt with clues about the way the word looks e.g. ask about one part that is wrong.

If the child says nothing...

7. Ask your child to read on to the end of the sentence, or ask your child to go back to the beginning of the sentence again.

If the word is not correct after two prompts...

8. You say: "The word is..."