



St. Therese's Catholic Primary School

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PARENT HANDBOOK 2025

WELCOME

Welcome to St. Therese - A small School with a Big Heart!

The purpose of this booklet is to give you as much information as possible about all matters related to the organisation and functioning of our school. If you have any questions about anything contained in the booklet or would like any further information, please ring the school office or make an appointment to chat with the Principal. We look forward to working collaboratively with you. We hope your family's association with our school will be a happy and rewarding one.

By choosing to enrol your child in a Catholic School, you have affirmed your belief in the basic values of Catholic education. We wish to share with you the joys of helping your child develop his/her own potential in the Catholic atmosphere at both school and home. It is important that parents, as the first educators of their children, foster their child's faith development by praying with them as a family and by participating in the life of the Parish Church.

It is vital that parents and teachers work in partnership throughout your child's years of formal education. It is therefore important you take an active interest in your child's educational welfare. As a school, we have many opportunities to keep you informed of current educational trends and things that are happening at the school, including Parent/Teacher meetings, Sacramental meetings, our school website and Compass, parent gatherings and workshops, as well as the newsletter. These are important avenues of communication between school and home. These will keep you informed of what is happening throughout the school year.

I ask for your support in this most important task of engaging in your child's education to ensure it is one which is enjoyable, challenging and rich in experiences.

Kind regards

Joanna Camarda

PRINCIPAL

OUR MISSION

Inspired by our beliefs and our school motto

'Live by Truth and Love'

St. Therese's Catholic Primary School is enlivened by the teaching of Jesus Christ within the traditions of the Mercy Charism.

We aspire to instil the values of:

Compassion, Respect, Excellence, Justice and Option for the Poor

as we commit to a holistic approach to education. We recognise the uniqueness of each child to reach their full potential in a mutually respectful environment.

OUR VISION

St. Therese's Catholic Primary School is a Catholic School community committed to nurturing and celebrating a love of God, self, others and learning.

Our vision is to:

- Promote Our Catholic Faith through praying, learning and celebrating.
- Affirm the Dignity of each individual by respecting and acknowledging one another and nurturing relationships.
- Foster Learning by providing experiences that are challenging, motivating and engaging.

OUR SCHOOL-WIDE PEDAGOGY

St. Therese's Catholic Primary School offers a school-wide pedagogy that is:

- ENGAGING – where students experience success as active, involved learners.
- COLLABORATIVE – where students challenge and support one another, developing relationships and working together.
- EVALUATIVE – where reflective thinking and constructing timely feedback guides learning.
- INNOVATIVE – using multi-modal learning to recognise individual learning styles and different ways of thinking.

OUR PATRON SAINT

St. Thérèse of Lisieux

St. Thérèse of Lisieux was born in Alençon, France. Thérèse studied at the Benedictine Abbey of Notre Dame du Pré. When she was nine years old, her sister Pauline, who had acted as a "second mother" to her, entered the Carmelite monastery at Lisieux. Thérèse, too, wanted to enter but was told she was too young. However, in April 1888 she became a Carmelite nun at the age of 15.

Thérèse's final years were marked by a steady decline in health that she bore resolutely and without complaint. She died on September 30, 1897, at the age of 24. On her death-bed, she is reported to have said, "I have reached the point of not being able to suffer any more because all suffering is sweet to me."

Thérèse is known for her "little way." In her quest for sanctity, she realised it was not necessary to accomplish heroic acts or "great deeds" in order to attain holiness and to express her love of God. She wrote,

"Love proves itself by deeds, so how am I to show my love? Great deeds are forbidden me. The only way I can prove my love is by scattering flowers and these flowers are every little sacrifice, every glance and word and the doing of the least actions for love."

THE SCHOOL

St. Therese's Catholic Primary School is a Catholic systemic school serving the parish of Denistone. It is co-educational from Kindergarten to Year 6 and is situated at 448 Blaxland Rd, Denistone. The school was established in 1951 by the Sisters of Mercy who remained until 1975 when the first lay Principal was appointed.

PRAYER AND WORSHIP

St. Therese's Catholic Primary School exists as a Catholic School to proclaim the Gospel values. The children pray regularly in their classrooms. During the term, the children gather each morning for prayer organised by a class group. The themes for the prayer are based on the Liturgical year, the Religious Education Curriculum and the Sacramental Program. Parents are invited to join the children in these Prayer Assemblies.

EDUCATION IN FAITH

Being a Catholic school, our Catholic faith is at the centre of everything we do. We are an inclusive environment and respect different faiths. Teachers are constantly endeavouring to develop personal faith, moral values, fidelity to prayer and religious practices in each of the children. We encourage parents to support their child's faith development by nurturing faith at home and in the local church. Throughout the year we have a Faith and Learning walk during the term and Family Mass on Sunday. We encourage your participation in this.

CURRICULUM

The Religious Education Curriculum is based on The Sydney Archdiocesan Religious Education K-6 Syllabus titled, "To Know, Worship and Love."

The seven Key Learning Areas (subjects) studied, apart from Religious Education, are:

English
Mathematics
Science & Technology
History
Geography
Creative and Practical Arts
Personal Development, Health and Physical Education.

SPECIAL PROGRAMS

Reading Recovery

Reading Recovery is an early intervention program that targets children in Year One who have been identified as needing further support in reading and writing. It provides them with an opportunity to gain confidence and competency in these areas.

In addition to their regular classroom program, selected children receive daily individual instruction sessions of thirty (30) minutes with a trained Reading Recovery Teacher.

Parent support is important to ensure the program is both effective and beneficial to the child.

Diverse Learning Program

The Diverse Learning Program caters for those children (K-6) who have been identified as having specific learning needs. Individual and small group programs are organised to assist these students to achieve outcomes appropriate to their stage of development.

English as an Additional Dialect (EAL/D) or New Arrivals

Children who come to school from a non-English speaking family background (NESB) are given extra classroom support to assist in their learning to read, speak, write and listen in English. This support is available through government funding and the amount of time per class varies according to needs in each class.

If you are new to the country and your child doesn't speak English,

Literacy & Numeracy Support Programs

The Literacy & Numeracy Support Programs, funded by a parent levy, support those students from Years K-6 who are underachieving in reading and/or writing and or numeracy. This extra, specialist support enables the class teacher to spend more time with those students requiring extension work.

A specific numeracy intervention program, 'QuickSmart,' targeting children from Years 3-6 will continue to be implemented. It aims to improve numeracy skills through targeted intervention techniques. This has been identified as an area for improvement at St. Therese's.

NEWMAN Selective Gifted Education Program

St. Therese's is an accredited school as part of the Newman Selective Gifted Education Program. The aim of the program is to improve provision for gifted and talented students in Archdiocesan Catholic schools by the systematic development of a whole school program in gifted education and thus to provide a Kindergarten to Year 12 pathway for gifted and talented students. Through funding and resource provisions, teacher capability is enhanced and school processes continually refined to ensure high quality, contemporary gifted programs operate in the school. There is a focus on ensuring correct measures are used for the identification of gifted students and on developing teacher capacity in differentiation of curriculum and assessment.

AMADEUS Music Education Program

The Amadeus Music Education Program provides students with classroom music lessons, ensemble lessons and small group tuition and will be led by more than 80 school classroom music teachers and 270 specialist music tutors.

These music tutors will bring professional experience from orchestras and ensembles around Australia and the world.

All Year 3 to Year 8 SCS students will have access to 52,000 different instruments and the program will be integrated into the normal school curriculum.

Amadeus enables access and equity to music education for all students, regardless of abilities and music backgrounds, and is underpinned by research that proves that learning an instrument and playing in a musical ensemble strengthens neural pathways in the brain and can significantly improve academic success and student engagement.

Hearing/Visual Impairment Support (On a needs basis)

Students who have been identified as having significant levels of vision or hearing impairment receive specialised targeted assistance. This support is coordinated at the Sydney Catholic Schools Office.

A - Z OF INFORMATION

ACCIDENTS

The school will administer simple first aid whenever necessary. In cases of serious injury at school, parents, and/or contact persons nominated by the parent will be notified.

When urgent medical attention is needed, you will be contacted immediately and notified, if required, that an ambulance will be called and your child will be taken to the nearest hospital. The school will take the necessary steps to ensure the well-being and safety of your child at all times.

ATTENDANCE

By law, it is important to remind families of their responsibility in regards to school attendance. In New South Wales, all children from six years of age are legally required to attend school or be registered for home schooling. Children are expected to attend all school activities, on time. In the case of students arriving after **8:40am**, parents are required to register their late arrival in the Office.

If your child is absent from school, parents are responsible for entering notes for **FULL DAY** absences only on Compass, prior or on the day of absence. After this, you must provide a written note explaining the absence **within 7 days**, otherwise it will be marked as an unexplained absence. If your child is off sick for more than 3 days a medical certificate is required.

If your child is late for school, parents are to walk the child in and sign in on the Compass Kiosk. If your child needs to leave early, please let the classroom teacher or office know in advance so that they will be ready to leave from the office.

Please do not enter partial attendance on the Compass app - whether late or leaving early. This is to be done via the Compass Kiosk in the office.

Regular attendance helps your child:

- develop the skills needed to access work and other opportunities
- learn the importance of punctuality and routine
- make and keep friendships.

Not only is attendance each day important, it is also important that your child is at school on time. When your child is at school on time, they get a chance to socialise with their friends on the playground before the school day starts and are a part of the whole school's morning prayer and assembly. As well as this they start their day with the class when routines for the day are established and your child knows exactly what is happening for the day and explanations of tasks are given supporting them to have a successful day at school.

Some key things to remember - if your child has to be absent from school, parents must tell the school and provide a reason for your child's absence. To explain an absence, parents and carers may be required to:

- send a note to the school, or update in Compass (Prior or on the day)
- send in a doctor's certificate for absences three (3) days or more
- telephone, email info@sttdenistone.catholic.edu.au or visit the school

Principals are required to help ensure the safety, welfare and wellbeing of your child. We must keep accurate records of student attendance and the reasons for any absences. Principals are responsible for accepting or not accepting a parent's explanations for their child's absences.

When absences are unexplained by parents, or the explanations are not accepted by the Principal, the school will work with parents to help address the issue. The main aim is to determine what is preventing the child from getting to school and putting strategies in place to help. Sometimes the school will ask support staff and other agencies to assist.

A link has been provided below for parents to be able to access further information regarding attendance.

[COMPULSORY SCHOOL ATTENDANCE: INFORMATION FOR PARENTS](#)

As a result of new legislation, it is now a legal requirement for any child requiring leave (more than 5-consecutive days) to fill in a leave request form. These can be obtained from the school office. Upon approval, these are signed by the school Principal and placed in the child's file. The Principal can approve a maximum of fifty (50) days over a 12-month period. The Education Minister can only approve anything greater than this fifty (50) days. It is imperative that this is done – a note detailing leave from parents to teachers is no longer suitable. If you are unsure of these procedures, please feel free to contact the school office.

If you wish to collect your child from school early or for a period in the middle of the day, the class teacher must be informed, in writing, and the child must be collected from the school office. Parents are required to register their early departure in the Office – this will then be entered into the COMPASS Kiosk.

All parents and visitors must sign in via the 'Compass Kiosk' when entering and leaving the school grounds - located in the School Office.

AWARDS

At St. Therese's we aim to identify children's abilities, talents and efforts and celebrate them appropriately. This is achieved through the following ways:

- 'Merit and Mercy Awards'
- Principal Award
- Displaying of students' work and achievements
- Sharing achievements with other classes
- Public acknowledgement of creative and performing arts groups
- Providing an opportunity for students to participate in class assemblies and similar activities
- Acknowledge children at morning assembly who have participated in outside sporting, cultural and academic activities
- Submitting stories of student achievement or special projects to the local newspaper for publication and About Catholic Schools magazine
- Recognition visit to the Principal
- End of Year special class awards

BEHAVIOUR MANAGEMENT

Catholic schools are built on values. These values are lived throughout the day; when students are learning, playing or interacting with each other as well as the ways in which teachers relate to each other, the students, parents and wider community.

St. Therese's is committed to maintaining a safe school community; one that provides nurturing support to all stakeholders based on a series of values and expectations. For children at St. Therese's to be successful learners and active members of the school community, it is an expectation that they will be respectful, responsible and safe at all times.



For learning to be successful we must display the values below.



Be respectful towards members of the STT community.





















Taking personal responsibility for one's actions.



Providing a safe environment for learning to take place.

It is expected that these values will allow for positive reinforcement in all areas, by the whole community, and provide opportunity for recognition of successful demonstration of these values.

RESPECTFUL		RESPONSIBLE		LEARNERS	
"God created humankind in God's image." (Genesis 1:27)		"Teach me good judgement and knowledge for I believe in your Commandments." (Psalm 119:66)		"For wisdom will come into your heart and knowledge will be pleasant to your soul." (Proverbs 2:10)	
Use kind words and action.		Look after our appearance.		Learn and allow others to learn.	
Play fairly with others.		Look after our belongings.		Be willing to learn and give it a go.	
Be safe - "Hands Off".		Look after our environment.		Try your best.	
Play by the rules.		Wear a hat.		Challenge yourself.	
Include others.		Be in the right place at the right time.		Take risks with your learning.	
Be a good listener.		Make good choices.		Ask questions.	

For any positive management procedure to be successful, the values that we proclaim at school also need reinforcement within the home. Lifting one's expectations, being consistent, and maintaining a respectful/nurturing home environment will assist in building positive relationships both at home and school.

BIRTHDAY CELEBRATIONS

Birthday Cakes

Acknowledgement of students' birthdays is welcomed and encouraged at St. Therese's. In order to support class teachers with time and safety issues, **please supply only individual 'cupcakes'** rather than a birthday cake to celebrate. As some students do have nut allergies, we request that any cakes brought to school for sharing do not contain any traces of nuts.

Birthday Invitations

We request that all birthday invitations are distributed outside school hours, unless every child in the class is invited.

BUS/TRAIN PASSES

Children in Kindergarten, Year 1 and Year 2 who travel by bus are eligible for a free bus pass. Forms are available at the school office. Children in Years 3, 4, 5 and 6 are eligible for a free bus pass if they reside more than 1.6 km radial distance from the school. Bus passes must be handed in at the school office if the child is transferred to another school OR at the end of the year. If a bus pass is lost, a form obtainable from the school must be filled in and a fee is paid to Service NSW so a new bus pass can be issued.

Applications can be made via

<https://www.service.nsw.gov.au/transaction/apply-school-travel-pass>

CANTEEN

The school canteen operates on Monday, Wednesday and Friday for lunch orders/counter sales, and on Tuesday and Thursday for lunch counter sales only. Parent volunteers run the canteen.

At St. Therese we use an online lunch ordering system called Spriggy Schools. Spriggy Schools will make lunch orders more convenient for both families and the canteen.

Steps to get started:

1. Go to www.spriggyschools.com.au to register and download the app (app is easily found in App Stores)
2. Add a profile for each of your children, making sure you select ST THERESE'S CATHOLIC PRIMARY SCHOOL, DENISTONE and your child's class.
3. Start placing lunch orders! You can place orders up to 1 week in advance.

If you have any questions, please contact Spriggy Schools via their webchat on the website or in the app.

CHANGE OF ADDRESS/PHONE NUMBERS/PERSONAL INFORMATION

Please inform the school of any changes to your telephone number and/or address. This enables us to maintain accurate records so that parents can be contacted promptly, especially in the case of an emergency.

CLASS TIMES

8:40 am	School commences
8:40 am – 10:40 am	First Learning Session
10:40 am – 11:20 am	Morning Break
11:20 am – 1:20 pm	Second Learning Session
1:20 pm – 2:00 pm	Afternoon Break
2:00 pm – 3:00pm	Third Learning Session
3:00 pm	Dismissal

COLOUR HOUSE SYSTEM

Our house colours are aligned with our Mercy Values. Children are placed in one of four houses for carnivals:

Red
MacKillop
JUSTICE

Gold
McAuley
RESPECT

Blue
Mercedes
COMPASSION

Green
O'Donovan
EXCELLENCE

Each child is allocated to a house on enrolment. We try to balance the number of boys and girls in each age group and families are allocated to the same house. Students from Year 6 lead their house colour.

COMMUNICATION

Our main forms of communication are outlined below. It is important that you read communication that is sent out to you so that you are aware of and updates on what is happening at school.

Compass is our main source of communication for events and newsletter items. COMPASS is a student information 'cloud-based' system. Parents, students and teachers have access to a personalised portal that will allow the user to access data pertaining to individual students. Individualised passwords will allow access. If you are not able to get onto Compass, please let the office staff know and they will assist you with this.

The main forms of communication are;

- The 'Next Week at a Glance' is an infographic that contains information about what is coming up in the following week. This is sent out weekly on Friday afternoon via Compass
- The Newsletter goes out three times a term which contains information about what is happening or has happened in our school. It also details important information for parents.
- Facebook is used to highlight and share photos of special celebrations or events
- Email - If you wish to contact the school or a teacher regarding any concerns or for any information, please email info@sttdenistone.catholic.edu.au. This email is checked regularly and someone from the school will respond within a timely manner, usually within 24 hours of receiving the email.

CONCERNS OR COMPLAINTS

Any concern should always firstly be directed to the staff member involved. This can be done via letter, email (info@sttddenistone.catholic.edu.au), telephone call or a meeting organised through the school office. Should the matter not be satisfactorily resolved, an appointment should be made with the Assistant Principal. If the matter needs to be escalated further, a meeting will be organised with the Principal. If the matter is still not resolved a meeting will be organised with a representative from the Sydney Catholic Schools Office.

If you need to speak to your child's teacher, it is advised you contact the office to make an appointment and the teacher will contact you.

CRUNCH & SIP

Each morning at 9:40am (approx) children break for Crunch & Sip. Please pack your child a serve of fruit or vegetables to eat. Not only does it ensure students have at least one serve of fruit or vegetables a day, it also gives them a little boost so children can remain engaged and focused in their learning.

DISMISSAL ARRANGEMENTS

Children assemble in the playground near the main gate. Parents are asked to either park safely and collect their child from within the school grounds or, from 3:00pm, queue outside the school in cars with the family name visible. A teacher on duty calls students' names as their parents arrive by car to pick them up. Children may only leave the school grounds when accompanied by an adult (parent or guardian). Children need to be collected by 3.20pm.

We understand that sometimes things happen that are not within your control so if you are running late, please contact the office so that your child can wait for you to pick them up in the reception foyer. Please come in and collect your child from the foyer.

EXCURSIONS

Excursions, tours, visits, plays, etc. are planned to support the teaching and learning program. Teachers will organise excursions that fit in with the learning that is happening in the classroom. We encourage all students to attend excursions and often seek parent helpers to support the teachers on the day. Notes are sent out prior to the excursion and parents are required to give permission for their child to attend.

FOOD

Children must bring a packed lunch to school. We suggest fruit for recess and a sandwich with a nutritious filling for lunch are sufficient. It would help if the fruit is peeled and cut in segments. Please check your children's lunch boxes when they return from school. This should help you to gauge the right amount of lunch needed for your child. It may also indicate if you need to change the sandwich/roll fillings.

As some students do have nut allergies, we request that any food containing nuts not be included in your child's lunchbox.

Please avoid packing foods high in salt and sugar such as chips and lollies. These should not replace a nutritious and healthy lunch.

HEAD LICE

Unfortunately, head lice are an inevitable part of school life. In the case of an outbreak at school, the classes affected will be informed. The parents of the student concerned will be notified and

are expected to treat the hair promptly. The student returns to school after the treatment is completed.

HOMEWORK

Homework is valuable in consolidating work learnt in class. It also provides an opportunity for interaction between parents and children, for parents to see what is being taught at school and to encourage the children to develop good study habits for the future. Teachers will establish guidelines and expectations for each class. Please contact your child's class teacher for any questions or concerns regarding homework.

IMMUNISATION - ENROLMENT REQUIREMENTS

The Principal of the school is bound to inform parents of the requirement of an Immunisation Certificate for all children starting primary school. Under the Public Health (Amendment) Act 1992, parents must provide the school with an Immunisation Certificate when a child is enrolled at the school.

LIBRARY

The children have the opportunity to use our School Library each week. Each class has one timetabled lesson per week. It is a school requirement that children use a library bag to transport books between home and school.

Books must be returned at the end of the borrowing period. At the end of each term all books must be returned. Children will be given a notice regarding overdue books.

LOST PROPERTY

All clothing (hats, jumpers), bags, personal possessions etc. must be marked clearly with the child's name. All lost property items are stored in our Lost Property area and students are reminded regularly to check this area if they have lost any items.

MEDICATION

Teachers are not permitted to give children any medication. If your child requires medication, it must be administered at home before and/or after school. If your child needs to take prescription medication during school hours it is your responsibility to arrange for the administering of the medication by the Principal, Assistant Principal or Office Staff by bringing in the medication personally and completing the necessary paperwork. All medication must be in blister packs with the child's name on it and will be dispensed in accordance with the instructions on the medication container.

No medication is to be administered to a student without a school medical form being completed and approved by the Principal.

School staff will not administer non-prescribed oral medications (such as analgesics and over the counter medications). If a child needs these he/she should be away from school under the supervision of a responsible carer or you will be called to collect your child from school.

MOBILE PHONES

Any child bringing a mobile phone to school needs to hand it in to the Office on arrival at school. It will be collected at the end of the school day.

OFFICE

The school office is located at the entrance to the school. For matters concerning the payment of fees, absences or any other enquiries, please contact the School Office. Please telephone 9874 0412 during office hours (8:00am to 4:00pm.) After 4pm, you will be diverted to the message bank. Please leave a message and someone will contact you in the morning.

PARENTS AND FRIENDS ASSOCIATION (P&F)

The P&F works in cooperation with the Principal and school staff. The P&F consists of parents or guardians of pupils and such other persons who assist the Association in the furthering of its objectives as outlined in its Constitution. The P&F have an annually elected Executive Committee that meets once per term, throughout the year.

The P&F Executive Committee works together with the Principal to coordinate the activities of the Association. The team is made up of a President, Vice-President, Secretary and Treasurer. Other roles within the P&F include Canteen Coordinators, Social Committee Members, Uniform Shop Coordinator and assistant.

Each term (Monday Week 5) there is a P&F General Meeting, to which all parents are encouraged to come. The Principal, President, Treasurer and various other sub-groups give reports. Parents are invited to present two weeks beforehand any items for the agenda. New items will not be accepted on the evening. Items can be emailed to pnf.01968@sydstu.catholic.edu.au. All parents are encouraged to take an active part in this aspect of the school's life.

The P&F usually organises one social event each term. There are a number of sub-committees all of which do great work for the school. Sub-Committees are formed when specific tasks are required to be done by the P&F Association.

Other activities might include,

- Welcome Back BBQ
- Mother's Day Breakfast
- Father's Day Breakfast
- Fundraising Night
- Kindergarten Orientation
- Mother's Day Stall
- Father's Day Stall

Our school is very grateful to the number of families that respond to our needs throughout the year. These times further build the strong sense of community at St. Therese's.

PARENT PARTICIPATION

Parents are encouraged to be a part of the school community. We encourage your participation in lots of different ways - classroom helper, excursions, canteen, BBQ's, liturgies and other events.

To assist with communication and community building, class parents are nominated to each class at the beginning of each year. Their role is to assist in the liaising of classroom activities, social events, as a contact for P&F communication and to coordinate activities.

PHYSICAL EDUCATION

All students are expected to participate in the school's Physical Education Program. Each week the students participate in Physical Education Lessons as well as a focused Physical Education Program such as gymnastics and dance. Parents will be informed at the beginning of the year which days the students will be required to wear their sports uniform to school. The Swimming Program is held for 8 days over Term 4.

REPORTING STUDENT PROGRESS

School and parents working together is integral to a child's growth and development. Communication between school and home on a student's progress, development and experience is vital.

Formal Reporting Procedures

- Term 1 Parent Information Nights
- Term 2 Mid Year Report
 Parent Teacher Interviews
- Term 4 End of Year Report + optional Teacher Interview

Informal Procedures

- An overview of curriculum content/skills will be sent home at the beginning of each term
- Interviews with teachers or the Principal may be arranged at any time that the needs arise. Either the school or parents can initiate this. A mutually convenient time can be arranged through the School Office or email at info@sttdenistone.catholic.edu.au. It is important to make an appointment so that teachers are not disturbed during class time or during morning assembly.

SCHOOL FEES

The Federal and State Governments fund approximately 80% of the cost of Catholic schooling for each child. Parents who have chosen to send their child to a Catholic School fund the remainder. Therefore, Catholic Schools charge various fees and levies to parents in order to provide a quality Catholic education.

School fees are determined by the Sydney Archdiocesan Catholic Schools Board and are collected by the school during the first three terms of the year, on behalf of Sydney Catholic Schools. School fees help to pay the salaries of teachers.

The Resource Fee, ICT Levy, Maintenance Levy and Cleaning Levy are set by the School Finance Committee and are used to cover costs in each area. The P&F Levy is determined at the Term 4 P&F General Meeting and is used to fund a Literacy/Numeracy support teacher for one day per week.

School Fee Accounts are processed annually at the beginning of the year, and are emailed to each family. Payment may be made in full, or by weekly, fortnightly or monthly instalments. Most families pay via Compass or BPAY. Credit card and EFTPOS facilities are available at the office. Payments can also be deducted from Centrelink payments. In cases of financial hardship, concessions on fees may be made to eligible families following a meeting with the Principal.

As much as possible, all fees and charges, including excursions, are included in school fees accounts to avoid any handling of money by students or staff. On the rare occasions that money needs to be brought in, it must be in a sealed envelope with the child's name, class, the amount of money and the purpose for the money.

STAFF DEVELOPMENT DAYS

In 2025, the school is permitted to have nine (9) pupil-free days for Staff Development. Children do not attend school on these days. At least 4 weeks notice is always given via the school newsletter. Parents are asked to make suitable arrangements for their child/children on that day.

SUPERVISION

Teachers begin supervision at **8:10am**. There are teachers on playground after this time to supervise. There are also teachers supervising during recess and lunch. Teachers will also supervise children after school until **3.15pm**. Although teachers may be in school prior to 8:10am or after 3.15pm, they are involved in lesson preparation or professional development meetings and are not on supervision duty. The responsibility of supervision outside of school hours is on the parents and the school cannot accept responsibility prior to organised supervision at 8:10am or after 3:15pm. We understand that things can happen so if you are running late to pick up your child after school, please contact the office so that appropriate supervision can be arranged.

If you require supervision before or after these times, Before and After school care is available. Before and After school care as well as vacation care is provided by Kids Klub on site at school. Please contact Andrew (Director) 0425 305 976 or Andi (Administrator) 0452 452 949 or email marsfield@kidsklub.com.au if you are interested in this service.

TERM DATES

Term	Start Date	End Date
Term 1	Friday 31 January 2025 Students Start - Year 1 - Year 6 Monday 3 February 2025 Kindergarten - Tuesday 4 February 2025	Friday 11 April 2025
School Holidays	Monday 14 April 2025	Friday 25 April 2025
Term 2	Monday 28 April 2025	Friday 4 July 2025
School Holidays	Monday 7 July 2025	Friday 18 July 2025
Term 3	Monday 21 July 2025	Friday 26 September 2025
School Holidays	Monday 29 September 2025	Friday 10 October 2025
Term 4	Monday 13 October 2025	Friday 19 December 2025

TOYS

We request that parents refrain from allowing children to bring any toys or computer games to school. The school will not take responsibility for any loss or damage to these items.

UNIFORM

We constantly encourage the children to be neat and tidy in their personal appearance and to wear the correct school uniform at all times. There is a specific uniform for Summer, Winter and sports day. You can support us in our efforts by making sure your child is dressed appropriately each day. Please ensure that your child's uniform is clearly labelled with their name so that it can be returned to your child if it is lost.

The School Uniform is as follows:

BOYS (K-6)

Summer Uniform (Terms 1 and 4)

ITEM
Sports Jacket
Sky-blue, short-sleeved shirt with school crest
Navy shorts
Navy socks with maroon stripe
Black school shoes
School hat (according to Colour House)

Winter Uniform (Terms 2 and 3)

ITEM
Sports Jacket
Sky-blue, long-sleeved shirt
Navy, long trousers
Navy tartan tie
Navy socks with maroon stripe
Black school shoes
School hat (according to Colour House)

Sports Uniform (All year – weather dependent Tues + Thurs)

ITEM
Sports Tracksuit
Sky-blue, short-sleeved sports shirt with school crest
Maroon unisex shorts with school crest
White socks
White (or mostly white) sports shoes
School hat (according to Colour House)

GIRLS (K-6)

Summer Uniform (Terms 1 and 4)

ITEM
Sports Jacket
Blue check dress with maroon trim
Navy socks with maroon stripe
Black school shoes
School hat (according to Colour House)

Winter Uniform (Terms 2 and 3)

ITEM
Sports Jacket
Navy tartan tunic
Sky-blue, Peter Pan-collared, long-sleeved blouse
Maroon tab
Navy socks with maroon stripe or navy tights
Black school shoes
School hat (according to Colour House)

Sports Uniform (All year – weather dependent Tues + Thurs)

ITEM
Sports Tracksuit
Sky-blue, short-sleeved sports shirt with school crest
Maroon unisex shorts with school crest
White socks
White (or mostly white) sports shoes
School hat (according to Colour House)

We do have second hand uniforms which can be purchased from the school.

The correct days for uniforms to be worn are:

Monday, Wednesday and Thursday Regular uniform and black school shoes

Tuesday and Friday Sports uniform and white sport shoes

SCHOOL HAT

In these times when we are constantly being reminded of being 'sun safe' it is important that parents and students regard the school hat as a necessary part of the school uniform. Students must wear their school hat to and from school and during all break periods. Children who are not wearing a school hat are to play in a shaded area. Except for mufti days, children are not to bring a different hat to school. The only hats that may be worn are official school hats.

NEATNESS AND TIDINESS

Appearance and personal cleanliness from an early age encourages children to take pride in the way they present themselves, not only at school, but at all times. Hair should be of reasonable length and hairstyles appropriate for children of primary school age. Hair past shoulder length must be tied back. Ribbons and headbands are to be in the school colours (navy blue or maroon).