

Goals of Saint Thomas More Primary School

We strive to:

- Encourage each member of our community to integrate faith, life and culture and to live the values of Christ.
- Unite teachers, students and parents as facilitators of learning.
- Develop the spiritual, cognitive, physical, creative, social and emotional attributes of each student so they may reach their full potential.
- Promote learning as a life-long process and encourage a love for learning in each child.
- Provide a dynamic and joyful environment that reflects a positive attitude towards growth and change.
- Recognise and appreciate the uniqueness of each member of our community.
- Promote a safe and secure place of learning.
- Achieve excellence in all our endeavours.
- Welcome parents as valued and contributing members of our school community.
- Encourage a love and respect for our environment.
- Prepare students to be worthwhile and contributing members of our society.

Religious Education.

Religious Education is the first Key Learning Area of the school. Our Religious Education programme is based on the Perth Archdiocese Guidelines. This is a comprehensive programme that operates from preprimary to year twelve.

Religious Education lessons are conducted daily by each class teacher. The ideals of our Faith are also integrated into other subject areas. Throughout the year all classes will participate in both whole school and class masses and Liturgies. These services celebrate and commemorate many different themes days in the Catholic Church calendar. Parents are invited to participate in these celebrations.

An important focus for our Religious Education program is the preparation for the Sacraments of Reconciliation, Eucharist and Confirmation. Students not of the Catholic faith will participate in the preparation and then support their classmates when they receive the Sacraments.

Catholic Baptised Children in Year 3 are eligible to receive the Sacrament of Penance.

Year 4 (Catholic Baptised) children are eligible to receive the Sacrament of Eucharist.

Year 7 (Catholic Baptised) children are eligible to receive the Sacrament of Confirmation.

Dates for the Sacraments and Liturgical Celebrations are set at the beginning of each year.

Parents are the prime teachers of faith and are an important part of the preparation of their child for the reception of a sacrament. The parish is also an important part of sacramental programmes and the school and parish work very closely together

Student Enrolment Procedure.

The procedures for enrolment at St Thomas More Catholic Primary School, Margaret River are as listed and as per the St Thomas more Catholic Primary School enrolment Policy.

- All parents who wish to enrol their children are required to attend an interview with the Principal.
- If at the conclusion of the interview parents wish to complete an official Enrolment Form this may be done and lodged at the school reception along with a copy of the child's birth certificate, immunization certificate, Baptismal certificate and Data Collection Form. The acceptance of an application form does not guarantee an enrolment interview or offer of Enrolment.
- Enrolment to St Thomas More shall only be offered when the requisite resourcing is available to respond to the specific needs of the student.
- A letter confirming the acceptance of enrolment for the following year will be forwarded in due course.

The priority for enrolment, as recommended by the Catholic Education Commission, is:

Catholic students from the parish.

Catholic students from outside the parish.

Siblings of non-Catholic students.

Non-Catholic students from other Christian denominations.

Other non-Catholic enrolments.

In exceptional situations the Principal may vary the above priorities to suit particular local circumstances.

If on any occasion the special needs of a student are not disclosed at the time of interview the enrolment may be deemed invalid.

All parents need to be supportive of the school's Catholic ethos.

Parental Involvement at School.

Saint Thomas More is fortunate to enjoy a large amount of parental involvement. This not only enhances the learning programmes but also gives parents the opportunity to be a part of their child's education at school. There are a wide range of areas that parents can assist in classroom programmes such as excursion helpers, writing rosters, reading rosters and so forth.

The two main official parent bodies at Saint Thomas More are:

School Board

The School Board is made up of interested parties who fulfil appropriate criteria and assist the Principal with the financial management and planning aspects of the school. The original tenure for elected

members is two years with the Principal, Assistant Principal and Parish Priest present as ex-officio members. The school board is accountable to the Catholic Education Commission of W.A. The School Board meets every month and completes the year with an Annual General Meeting where all parents are invited to attend.

Parents and Friends Association

Parents and guardians are expected to be active participants within the Parents and Friends Association which exists to improve the educational facilities for the students, provide a forum for school / home liaison and organise social events. This group also has a fund-raising agenda to enhance the resources in the school.

All parents are encouraged to attend the monthly meetings and dates for these are in the newsletter at the beginning of each term.

Parents are elected on to the executive at the annual Annual General Meeting and serve a two year term before re-election.

School Fees.

School fees are set and reviewed each year in accordance with the Catholic Education Office guidelines. Federal and State funding allows the fees to remain at very reasonable levels. Holders of a Health Care Card coded **PPS** will receive an automatic fee reduction. No child will be deprived the opportunity of a Catholic education due to a family's inability to meet fee payments. Parents seeking further information should contact the Principal.

As well as tuition, the school fees cover the following areas:

Amenities Fee.

This is charged to each student to cover the costs associated with each subject and incursion, cultural visits into the school.. These costs include student consumables for subjects such as Art, cooking etc.

Book Lists.

The book lists are sent out mid November to purchase relevant textbooks for students for the coming year.

Building Levy.

Each family is required to contribute an annual levy towards the debt servicing of our loans for capital (building) works. This covers a small proportion of the total debt servicing of the School as it is heavily subsidised by all other Catholic Schools through a fund known as the Co-responsibility fund. As this is a compulsory levy, it is **NOT** tax deductible.

Insurance Levy.

This is used to pay the cost of Insuring each student whilst at school and/or on school excursions/camps etc.

Mathematics Levy.

This takes the place of the family purchasing the school wide Mathematics Text. The school purchases the mathematics text and distributes this to each child.

P&F Levy.

The P & F Association requests an annual contribution to assist in the development of teaching facilities and resources for the immediate use of students.

REC Centre Levy.

There is a charge to the school for the use of the Recreation Centre.

Technology Levy.

This is used to purchase and keep upgrading necessary technology resources for the school such as Computers, iPads and any other associated Technology Equipment.

Payment options for fees.

The total fee is payable by:

One annual payment by the first instalment due date; or

Four instalments (i.e. one payment each term)

By special arrangement negotiated with the Administrative Officer or Principal

Parents are required to give one term's notice in writing if they intend to withdraw their child from the school during the course of the school year.

School Uniform.

Please see the "UNIFORM LIST" for the specific Uniform Items.

All students attending Saint Thomas More are expected to wear the correct school uniform.

The purpose of a school uniform is to:

Promote pride and loyalty in the school;

Remove competition in dress, and

Develop neat grooming habits.

Should a student be out of uniform, a note must be sent to school. The situation should then be rectified as soon as possible. Students are expected to wear their uniform in a neat and tidy manner even when outside the school grounds.

Uniform Sales.

The Uniform shop is open Tuesdays from 1.30 to 3.30 pm for uniform purchases.

The Uniform Shop is located beside the School Canteen. We request that parents pay for Uniforms at the time of ordering. Unfortunately we cannot offer credit on uniforms.

Order forms are also available from the school office. Parents who are unable to attend uniform

sales can request items by sending the order and appropriate money in an envelope with their child.

The order will be filled and sent home with the child.

Some second hand uniforms are available for purchase at the Uniform Shop.

Communication.

Parents are recognised as the prime educators of their children, therefore a common understanding between teachers, parents and students is encouraged.

Parent Evenings are held in each class at the commencement of the school year.

If parents have any queries regarding their child's schooling, they are encouraged to make an appointment to discuss the matter with the teacher. After the meeting with the teacher, an appointment can be made with the principal if further clarification is required.

Communication Books and student diaries are also used to liaise between home and school.

Parent / teacher meetings and interviews are held during the year so that parents can be informed of classroom operations and the progress of their child. Feedback is also given via Reports and Parent/Teacher Meetings.

The open communication between home and school is encouraged at all times. Parents are asked to seek information from the appropriate sources so that accurate information is received and queries can be responded to.

Assemblies / Awards.

School Assemblies are held every Monday in the school's undercover area commencing with a prayer. Parents are encouraged to attend as important messages for each week are relayed and children are presented with award cards and birthday certificates. Each class will host an assembly once a year to share their class themes and work. Check the newsletter for dates.

Newsletters / Term Dates.

Each family receives a copy of the school newsletter, 'The Vine', every Tuesday. This Newsletter provides parents with information about current and future school events. The newsletter is also posted on the school's website: www.stmcps.com

At the commencement of each term a Term Planner is forwarded home outlining events taking place throughout the term. These dates are confirmed in the weekly Newsletter.

Written Notification.

It is imperative that the school has an accurate record of your home address, phone numbers, doctor and emergency contacts. Please notify us if your details change.

- Parents are required to provide written notification to the respective class teachers in the following situations:
- Student absence. (a written explanation is required by the class teacher in order to fulfill legal responsibilities)

- Students not wearing correct uniform.
- Students arriving late for school unaccompanied by a parent.
- Students not participating in class or school activities.
- Students leaving school prior to normal conclusion time.
- Students being withdrawn from school for an extended period of time.

Any child leaving the school during school hours must be signed out and in by the person who picks them up.

Please arrange vacations so that they coincide with school holidays.

If your child is to be absent from school for an extended period of time, an appointment must be made with the principal.

Absentee Line.

School Policy changed recently that now has the school notify parents should children not present for class without prior notification to the class teacher or to the front office.

Parents are to let either the classroom teacher know, in writing, should you know of an upcoming absence of your child(ren). If an absence occurs due to illness or due to any other situation, parents are to ring the school as soon as practical to let us know of the absence of your child(ren).

The school now has a dedicated line for absence notification. This number is 9758 8042. The line will not be answered, please leave a message of the child's name and class.

A formal written explanation will still be required for our legal records. If children are absent from school without prior explanation, and if no notification is received by 10:30am, a school staff member will endeavour to contact parents to inform you that your child is not at school. Once again, in cases where the school contacts parents, a formal written explanation will still be required for our legal records.

As you can imagine, making phone calls to parents everyday can take up a lot of the office staff's valuable time so I do ask parents to please ring in as soon as practical should your child not be attending school if you have not previously notified the teacher.

This one of the main reasons we now need to have all parents up to date contact details. Please inform the school of any changes to your contact details as soon as they occur.

General Information.

School Timetable

8:45 am (Siren)	Students assemble outside classrooms. This does not apply to Kindergarten and Pre-Primary students
11:00 am – 11.20 am	Recess At the conclusion of recess, students move directly to their classrooms.
1:00 pm – 1.40 pm	Lunch Students are seated for lunch in the undercover area between 12.30 and 12.40 pm, then released for play activities when they have finished their lunch.
3.10 pm	Conclusion of Day

Supervision is provided by staff from 8.25 am to 3.30 pm.
Please do not have unsupervised children at school outside these times.

Accidents and Sickness.

Teachers will attend to minor superficial injuries at school. In the event of a serious injury the school will seek immediate medical attention for the child while endeavouring to contact the parents. When a child is taken home sick they need to be signed out at the front office by the person taking them. If your child is unwell please do not send them to school.

Bicycles.

Students riding to school must wear a helmet and wheel their bikes when they are on school property. It is hoped that all students who ride have appropriate road safety skills. The school will not be responsible for bikes that are left at school overnight.

Bus Travel.

Several buses service the school daily. If you wish to register your child for bus travel information is available from the office.

Students travelling by bus are expected to be seated at all times and to obey the bus driver's instructions. The school supports the bus driver's right to refuse to transport students who misbehave on the bus. Misbehaviour reported on the bus is treated as a serious matter.

Bookclub.

There are four issues of bookclub a year. The children are given an order form with a list of books available and this order form and the money payable should be returned to the school as soon as possible.

Canteen.

In 2013 the school has no canteen of its own. The Rec Centre Café is used as our source of food for the students.

Orders (separate for Recess and Lunch) should be written on a bag and placed in the class lunch basket in the morning before school commences. Recess and Lunch order will be delivered to the school by the Rec Centre café staff.

A menu is sent home early in the year and updated as necessary.

Co-Curricula Activities.

During the school year there are a number of activities that are provided outside of normal school hours. These may include special liturgies, concerts, parent / teacher nights, report interviews, parent meetings for Sacraments and camps and so forth. These events are always organised with the needs of the students in mind, therefore attendance is required.

Curriculum.

Saint Thomas More Primary School is committed to providing excellence in educational curriculum. The implementation of the Western Australian Curriculum is a school priority and involves instruction in Religion, The Arts, English, Health and Physical Education, Languages Other Than English, Mathematics, Science, Society and Environment, Technology and Enterprise.

A strong emphasis is placed on the acquisition of literacy and numeracy skills in all grades.

Specialist education is currently offered in Music, Library, Indonesian, Physical Education and Visual and Performing Arts, however these focuses are subject to change depending on defined areas of priority and provision of funding.

A Literacy Support Programme is provided for students identified as at risk and fall within our school guidelines.

Discipline.

At Saint Thomas More, we expect a high standard of behaviour from all our students.

Positive reinforcement is used by all teachers to encourage appropriate behaviour and respect for others. Classroom rules are established in a collaborative manner.

A shared belief at Saint Thomas More is that a teacher's time should be used to help all children learn and their time should not be spent disproportionately on a minority that may choose to misbehave in a continuous manner.

Should there be continued occurrences of inappropriate behaviour then the procedures outlined in the school's discipline policy are followed. Parents are informed of behavioural problems promptly and are expected to work with the school in rectifying the situation. It is important to remember that students are ambassadors for the school whether they are at school or in the wider community.

Please refer to the St Thomas More Behavioural management Policy for further information.

Homework.

All teachers are free to use homework as a valuable tool in training children to work independently. Homework is set at appropriate levels throughout the school, generally increasing in time as the

children progress through the year level. Parents should contact the teacher to discuss any situation that arises that leads to distress or difficulty to ensure that homework does not become an onerous task.

Helpful Hints:

- Help schedule a time to do homework, showing that it is an important priority and that you value its worth.
- If possible, provide a positive atmosphere in which to work and have the necessary equipment required as a
- home set.
- Let your child work independently but be available for suggestions or guidance.

Incursions.

Each term the children are exposed to a variety of learning and cultural experiences via whole school incursions. Parents are charged the cost per child.

Most of these costs are included in the Amenities Fees that are paid by parents, however, there may be occasions where the school has to charge to be able to offer opportunities for students to participate in “extra” activities.

Interschool Sport.

Our school belongs to the Natural Leeuwin Sports Association. Other schools involved are Karridale, Augusta, Cowaramup and Margaret River Independent School.

Late in first term the association holds an athletics carnival. At other times during the year other the upper primary students are involved in various sporting events.

Library.

Every student has access to the school library and from year one onwards may take books home. Any books taken home must be placed inside a waterproof library bag and need to be looked after. The cost of replacing damaged or lost books will be met by parents. Please note your child’s library day and ensure they have their library book/s with them.

Nut Aware School.

Due to children within our school community having nut allergies, Saint Thomas More does its best to keep nuts out of the school. We cannot guarantee that this will be the case. Please do not expect the school to be totally nut free. We can raise awareness and encourage families not to bring nut products to school, but we cannot ensure that the school is totally nut free.

Parking.

Limited parking is available within the school grounds. We would therefore encourage you to park across the road at the Cultural Centre. There is a crosswalk attendant employed before and after school to make sure that children cross safely and after school one of the teachers escort children who are walking to the crosswalk attendant.

In order to relieve the pressure on the car park, we have a drive through, drop off and pick up lane at

the front of the school. This is monitored by staff each afternoon.

In order for this to operate effectively, once your child is safely in your car, you are asked to promptly leave the pick up lane.

No cars are to park anywhere along the Drop Off/ Pick Up Lane. .

Your patience and cooperation is always appreciated when student safety needs to be considered.

Punctuality.

Punctuality is important in order to ensure a smooth start to the school day. If students arrive late, they disrupt the class routine and require extra documentation in recording their late arrival and this can make the child feel uncomfortable. Learning to be punctual is also an important life skill. Please look after your child's best interests and support your child's teacher by ensuring that punctuality is observed.

Pupil Free Days.

There are five pupil free days allocated for Staff Development each year. These are organized to provide opportunities for on-going teacher in-servicing. Parents will be notified of the dates of these pupil free days well in advance and efforts will be made for these days to co-incide with similar days planned for the other schools in the area.

School Banking.

Children are able to access a school banking service, which is offered by the Catholic Development Fund. Banking is processed each Tuesday. Bankbooks with the funds to be banked should be given to the class teacher. They will be returned to the child once processed. Please see the Administration Staff at the Office if you are interested in Student School Banking.

School Camps and Excursions.

Parents will be notified in advance of all details relating to camps and excursions.

Every camp and excursion is organised so that it enhances the school curriculum and full safety precautions are adhered to.

As these activities form an integral part of your child's education, attendance is compulsory.

School Nurse.

The school nurse visits the school on a regular basis.

The role of the school nurse in the school include:

- Check hearing and eyesight as requested.
- Advise parents on health matters.
- Check for head lice on request.
- Examine all children in Pre-primary, Year1, 5, and 6 and refer to a doctor where necessary.

Early Childhood Education.

Catholic schools contribute to our young through education. They play a vital part in the life of the Church in Western Australia.

Early childhood is a critically important phase in children's learning and development.

Early childhood programs must allow for the holistic development of each individual in Kindergarten, Pre-Primary, Year One and Year Two.

Each student has unique needs and potential that must be acknowledged and accommodated through the provision of developmentally appropriate practices.

The curriculum and learning environment offered must be inclusive and developmentally appropriate for all students, reflecting the principles of early childhood education and aligned with the Curriculum Framework.

Principals of Primary and Composite schools and early childhood teachers should have knowledge and understanding of the philosophy and practice of early childhood learning and teaching.

Early Childhood Education promotes the continuity of learning experiences from home to school.

Early Childhood Education recognizes parents as the first educators of the child and seeks to develop a collaborative partnership with them in the delivery of developmentally appropriate education programs.

Procedures.

- Kindergarten is a non-compulsory year of school.
- Compulsory school attendance commences in Pre Primary.
- Procedures for enrolment are to be in accord with the Catholic Education Commission of Western Australia (CECWA) Policy Statement *Student Enrolment. (St Thomas More Catholic Primary School Student Enrolment Policy)*
- Age of commencement.
- A child may attend Kindergarten classes in the year he/she turns four by 30 June
- A child may attend Pre-Primary classes in the year he/she turns five by 30 June
- A child shall attend Year One classes in the year he/she turns six by 30 June

Period of attendance:

- Kindergarten students shall attend three full day sessions
- Pre-Primary students will attend five full-day sessions.
- Year One students shall attend five full days from the commencement of the school year.
- The classroom teacher and two teacher assistants manage the children through the day.

KINDERGARTEN SESSION TIMES:

Tuesday	8.50 am – 3.00 pm
Thursday	8.50 am – 3.00 pm
Wednesday	8.50 am - 3.00 pm

School Website.

Please visit the school website (www.stmcps.com) should you require any further information with regards to the school, or alternatively ring the school (9757 3544) and ask to speak with the Principal or organise a time to meet for a personal interview.

SAINT THOMAS MORE CATHOLIC PRIMARY SCHOOL UNIFORM LIST
(JULY2013)

GIRLS UNIFORM	BOYS UNIFORM
<i>SUMMER</i>	<i>SUMMER</i>
Blue Checked Dress	Grey Shorts
Sandals or Black School Shoes	White Open Neck Short Sleeved Shirt
School Hat	Sandals or Black School Shoes
	School Hat
<i>WINTER</i>	<i>WINTER</i>
Red Tartan Skirt/Tunic	Long Grey Pants
Long Sleeved White Shirt	Long Sleeved White Shirt
School Jumper	School Jumper
White ankle length socks	Grey ankle length socks
Black Shoes – standard leather lace-up	Black Shoes – standard leather lace-up
Royal Blue Wet Weather Jacket	Royal Blue Wet Weather Jacket
<i>SPORT</i>	<i>SPORT</i>
Unisex Royal Blue Shorts	Unisex Royal Blue Shorts
School Polo Shirt	School Polo Shirt
Coloured House Polo Shirt	Coloured House Polo Shirt
White Sports Socks	White Sports Socks
School Tracksuit	School Tracksuit
<i>SPORT SHOES</i>	<i>SPORT SHOES</i>
Sports/Training Shoes/Sneakers	Sports/Training Shoes/Sneakers

All items are available for purchase at the uniform shop with the exception of footwear. Items worn as normal school uniform are not to be mixed with sports uniform and vice versa.

PLEASE ENSURE ALL ITEMS OF UNIFORM ARE CLEARLY LABELED WITH YOUR CHILD'S NAME.

Hats :

The wearing of hats is compulsory. School hats are available from the uniform shop. The school has a strict NO hat, NO play policy and children without a hat must seated in the under cover areas.

Jumpers are a part of the compulsory winter uniform.

Wet weather jackets are optional and are for outdoor use only. They will not be worn in the classroom. Wet weather jacket should not be worn over the shirt only.

Footwear: Skate Shoes, Boots and slip-on shoes are not suitable for school use and are not to be worn.

Standard black leather lace-up shoes are the winter uniform shoe.

School socks and tights need to be purchased from the uniform shop so that colour and style remains constant.

Shirts are able to be left “untucked” ONLY if the child is NOT wearing a jumper or tracksuit top. Shirts visible hanging down under the jumper or tracksuit top is not permitted. Staff will ask children to tuck their shirts in at times such as School Mass, Excursions, Assemblies etc.

Lost Property

Parents are requested to clearly mark all items of clothing. In the event of an article becoming lost, please ask to check the lost property box which is usually situated outside the staff room.

KINDERGARTEN and PRE PRIMARY– School Sport uniform is compulsory.

The children are required to wear the school sports uniform which will be the red polo shirt and blue shorts, and in winter, the school tracksuit.

The Full Uniform of the older children is not part of the Pre Primary Uniform.

Grooming.

Hair - All shoulder length or longer hair must be tied up with either red, white or royal blue ribbons or bobbles. Combs, clips and hair bands when worn must also be in red, white or royal blue.

Fashion or fad hairclips are not part of the uniform.

Jewellery is not part of the school uniform and must not be worn. Students with pierced ears are to wear one pair of plain studs or sleepers only. Watches may be worn but the school takes no responsibility for their loss or damage.

Nail Varnish– is not permitted to be worn during school hours.

Scarves – Children are permitted to wear scarves in Terms 3 and 4. Scarves are to be in the school colours. Football scarves are not permitted.

Students who consistently wear the incorrect uniform will be asked to sit out at recess and lunchtimes unless the student has a note of explanation from parents.

2014 STAFFING

School Management Staff

Principal: Mr Martin Major

Assistant Principal: Mr Michael O'Brien

Administrative Staff

Administrative Officer: Ms Karien Rollinger

Administrative Assistant: Mrs Rita Willmott

Teachers

Kindergarten: Mrs Merridith Newman

Pre Primary: Mrs Terri Ross

Year One: Mrs Gail Warren

Year Two: Mrs Jennifer Morrison/Mrs Valma Ivory

Year Three: Mrs Rebecca Gravett

Year Four: Mr Michael O'Brien/Miss Jemma Shoppee

Year Five: Mr Cameron McRae/Mrs Jane Wolf

Year Six: Mrs Kristie Chapman/Ms Andrina Ravis-Hermann

Year Seven: Mrs Nicole Teague

Art: Mrs Felicity Pascoe

ICT/Library: Mrs Kerry Muste

Indonesian: Ms Andrina Ravis-Hermann

Performing Arts/Physical Education: Mrs Amanda Gradisen

Educational Coaching Skills: Mrs Meg Ryan

Music: Mr Mike Goodwin

Educational Assistants

Mrs Dianne Quintrell, Mrs Lee Russell, Mrs Kaye Stanley, Mrs Rachel Hassall, Mrs Marion Slegers, Mrs Natasha Thomson, Mrs Robeena Hewson

School Grounds

Mr Les Paterson

