

# Parent and Carer Handbook 2023



## ST THERESE'S CATHOLIC PRIMARY SCHOOL MONTOK

WE DO MANNERS  
WE DO RESPECT  
WE DO PLAY NICELY  
WE LEARN!

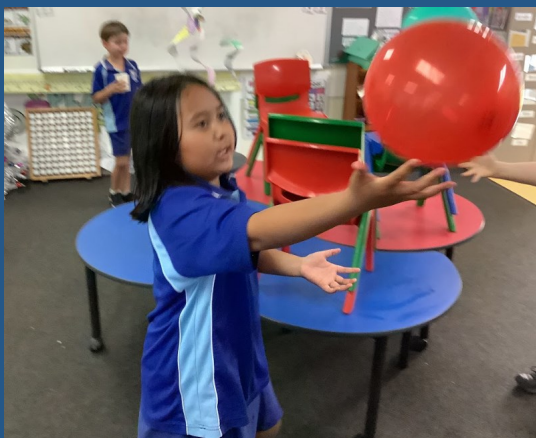
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## Welcome

Welcome to St Therese's Catholic Primary School. Our school's Vision and Mission Statement encourage the development of partnerships between parents, school and the wider community.

Education is always changing due to government, system and internal influences. With education constantly evolving, our 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. Our teachers are always willing to discuss your child's progress and learning needs with you. There are several committee and other events that parents and friends are able to attend and parent help in classrooms and within the general school is always welcomed.

St Therese's Catholic Primary School prides itself on being a family community and is well known for the family atmosphere it has created and continues to nurture. One of the strengths of St Therese's Catholic Primary School is our community spirit and the way we support each other. Due to the smaller size of our school, the welcoming nature of the students, parents and staff; and the fact that we emphasize the importance of family and the values of Catholic Education, our students are able to learn and grow in a supportive and caring environment. 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 our school Principal if you have any further questions. I am sure you will find and continue to find your association with the St Therese's family a most rewarding experience.

## Mission and Vision

### Vision Statement

At St Therese's Catholic Primary School we aspire to follow the teachings of Jesus to develop compassionate members of the global community who will embrace wisdom, lead innovation and be inspired by St Therese to make a difference by doing little things for others.

### Mission Statement

At St Therese's Catholic Primary School:

- We Make Jesus Real;
- We follow the charism of Nano Nagle;
- We do Manners, We do Respect, We play Nicely, We Learn;
- We actively encourage Growth and Reflective Mindsets;
- We foster Belonging, Connecting, Learning within and outside the school community;
- We emphasise the value of individuality and encourage students to reach their full potential.

## Catholic Education Office

The Diocese of Rockhampton covers an area of approximately 415 000 square kilometers. Catholic Education in the Diocese of Rockhampton is committed to high quality teaching and learning for 16 200 students who are enrolled in Kindergartens, Catholic Primary Schools and Colleges from Bundaberg to Mackay and west to Longreach.

Our 8 Kindergartens, 31 Primary schools and 8 Colleges are founded on a strong Catholic ethos enabling the spirit of Jesus Christ to permeate all aspects of life in our educational communities.

Bishop Michael McCarthy was ordained as bishop of the Diocese of Rockhampton in 2014.

### Catholic Education Office

143 West Street (PO Box 524)  
Rockhampton Q 4700

Telephone: 07 4931 3600

Email: [reception@rok.catholic.edu.au](mailto:reception@rok.catholic.edu.au)

Web: <https://www.rok.catholic.edu.au/>

### Reception Hours

8.00am to 3.30pm—Monday to Friday



## History—Our School's Story

St Therese's Catholic Primary School is a small school situated in the rural community of Monto, within the Diocese of Rockhampton in Central Queensland. 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 Catholic Primary School 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;





# Term 1

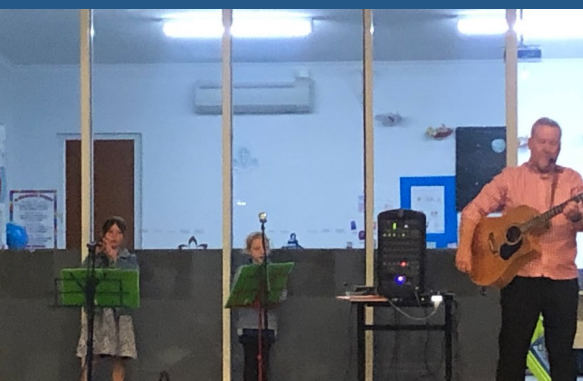
Events, times can change due to unforeseen circumstances

1. **Welcome BBQ: Thursday, 19th January at 12:00pm—1:00 pm.** Before the 2023 school year commences, we will have a *Welcome BBQ*. This is an opportunity to meet teachers, new families and drop the students' books off to school to ensure a smooth transition on the first day.
2. **Beginning of year Mass:** A Mass is conducted where we induct our new leaders and hand out their leadership badges.— **Week 2 - Monday 30th January**
3. **Orientation Evening—** Meet with classroom teachers - **Week 2 - Tuesday 7th February**
4. **Monto Show:** Throughout the term, students and staff prepare for the show display, to present students work, colouring competition and volunteer timetable for wood chopping fundraiser is organised.
5. **Swimming:** Children attend swimming lessons as part of the school curriculum. They come to school fully dressed in their daily uniform and get changed at school unless otherwise informed by the class teacher. **Commences Week 2—Tuesday 31st January**
6. **Bishop's In-service Day:** All teachers and teacher aides travel to Gladstone. The school is closed for students. **Week 4—Friday 17th February**
7. **Swimming Carnival:** All children attend dressed in their house colours with their swimmers underneath. Parents are also invited to participate in the 'Salmon Run' where everyone jumps in the pool to gain points for their child's house. **Week 5—Monday 20th February @9am**
8. **Ash Wednesday:** *Children and staff* attend Mass or a liturgy to mark the start of Lent, a time where we prepare for Easter. **Week 5—Wednesday 22nd February—Time tbc**
9. **NAPLAN on-line testing:** The testing takes place for our Year 3 and Year 5 students. Breakfast provided (generally, a sausage on bread) for all Yr 3 and Yr 5 students. 2023 NAPLAN will be delivered on-line in accordance with QCAA. **Week 8—Wednesday 15th, Thursday 16th & Friday 17th March**
10. **Parent/Carer—Teacher Meetings:** In consultation with the teacher are timetabled to meet with class teacher to discuss learning and well-being. **Week 9 and Week 10 (or negotiated) - 20—31 March**
11. **Holy Week Celebrations:** Throughout the last week of school we prepare for Easter with a number of liturgies.





# Term 2



## Events, times can change due to unforeseen circumstances

1. **Monto District Cross Country:** Generally held on the last day of Term 1. All of the schools in the Monto district meet at the Combined Sports Oval. Race distance is determined by child's age. **Children wear full school uniform. DATE TBA**
2. **Monto Show:** Students are invited as a fundraiser for the school to do the wood chop clean up. They receive a free pass into the show in return for 1 hour of cleaning up. This is timetabled for the day. **Students to wear full school uniform. —Week 1—Friday 21st (not a public holiday), Saturday 22nd & Sunday 23rd April. Show Holiday ( Monday 7th August)**
3. **ANZAC Day March:** As a school we attend both the Dawn Services and the March. We gather outside the RSL and march to the Memorial Park. **Students to wear full school uniform. Week 2—Tuesday 25th March**
4. **Athletics Carnivals:** The children participate in our school athletics carnival. **The children come dressed in their sporting house colours. Jeffcoat (Green) - Johnston (Yellow) Monto Combined District Athletics Carnival:** The schools around Monto meet at the Monto State School for a day of competition. **Children wear full sport's uniform.** At this carnival, 10—12 year old children are eligible for selection for the North Burnett Team. If selected, children compete for the Monto District team. **STUDENTS must wear a Monto District Sports Shirt (available from State School—COST INVOLVED).** Children can then be selected in the North Burnett Team and travel to the Wide Bay Trials. **Children wear a North Burnett Shirt if selected at this level (COST INVOLVED). DATE TBA**
5. **Mother's Day:** P&F fundraiser to organise special gifts to buy to honour all Mothers at school. **Week 4 - Sunday 6th May**
6. **Abercorn Goodwill Games:** This carnival is a wonderful weekend event held at Abercorn State School. Our students are invited to attend this event and represent our school. **Students wear full school sport's uniform. Parents organise their child/ren's travel to and from. DATE TBA**
7. **Open Night:** We gather as a community for **Open Night**. Teachers open the classrooms so the children can view and share their semester's work with their parents. An award presentation is held and following, food and non-alcoholic drinks can be purchased. **Due to extreme cold weather students do not have to wear full uniform. Week 9 - Thursday 15th June @ 5:30pm**
8. **eReport cards** are accessed on-line through ParentLounge. At commencement of enrolment, parent/carers receive username and password. If having issues in accessing the site please contact the office. PLEASE NOTE: This is only available while students are enrolled at the school. **Week 10 - Wednesday 21st June after 5pm**

# Term 3



## Events, times can change due to unforeseen circumstances

1. **Challenge Cup:** Year 4, 5 and 6 students have the opportunity to represent our school in either a Rugby League or Netball competition for 3 days in Yeppoon. Parents take their child to and from the carnival. Many families treat it as a family holiday! **Week 1 - Wednesday 12th - Friday 14th July**
2. **Catholic Education Week:** takes place every year. Celebrations are normally held throughout the week. **Week 3 - Monday 24th July - Friday 28th July**
3. **Acts of Kindness Week:** Each class organise *Acts of Kindness* and venture out into the Monto community to share. **Week 3 - Monday 24th July - Friday 28th July**
4. **National Science Week:** **Week 6 - Monday 14th— Friday 18th August**
5. **Book Week + Book Fair:** Dress-up day Wednesday 23rd August. **Week 7 - Monday 21st— Friday 25th August**
6. **QLD Road Safety Week:** **Week 7 - Monday 21th— Friday 25th August**
7. **Student Free Day:** **Week 8 - Friday 1st September**
8. **National Child Safety Week:** **Week 9 - Monday 4th September to Friday 8th September**
9. **Father's Day:** P&F fundraiser - a Father's Day evening with a raffle. Fun for all families. **Week 9 - Sunday 3rd September**
10. **Year 6 Camp:** the Year 6's attend their final camp for Primary School - Venue: Cool Waters Yeppoon. Excursions organised for Great Keppel Island, The Caves, The Crocodile Farm plus lots of other fun activities. **Week 10—Monday 11th September - Thursday 14th September**
11. **Open Night:** At the end of term, the school will gather as a community for Open Night. The teacher's open their classrooms to give students an opportunity to share their work with their parents. We have an Awards assembly and afterwards, share a meal together. **Dress code will be advised by teachers. Week 9 - Thursday 7th September (tbc)**
12. **Parents/Carers Teacher Meetings:** In consultation with the teacher are timetabled to meet with class teacher to discuss learning and well-being. **Week 8, Week 9 and Week 10 (or negotiated) - 28th August to 15th September**



# Term 4

Events, times can change due to unforeseen circumstances



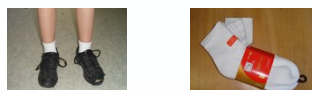
1. **School Photos - DATE tbc**
2. **Swimming:** Children attend swimming lessons as part of the school curriculum. They come to school fully dressed in their daily uniform and get changed at school unless otherwise informed by the class teacher. **Week 2—Week 7 - Tuesday 10th October to Tuesday 14th November**
3. **Day for Daniel:** Walk for Daniel Day. Schools unite to do the annual walk. Held annually on the last Friday of October, Day for Daniel honours the memory of Daniel Morcombe. **Week 4 - Friday 27th October**
4. **World Teachers' Day Qld Week 4 - Friday 27th October**
5. **Leadership Camp:** Year 5 attend a Leadership camp at Chaverim Camp in Bundaberg, in preparation for their role as leaders of our school. **Week 7 - Monday 13th November to Wednesday 15th November - TBC**
6. **Life Education Van: - Week 8 - TBC**
7. **Celebration Night:** At End of Year Celebration we all gather as a community for Celebration Night. End of Year Awards are announced, and the children perform a concert which they have prepared throughout the term. Following, we share a BBQ together. **Week 8, Thursday 24th November.**
8. **St Therese's Fair:** St Therese's school community and P&F and St Therese's Parishioners' organise the St Therese's Christmas Fair. **Week 7, Friday 17th November @ 6pm**
9. **Graduation Mass:** A **Graduation Mass** is held for Year 6. The Year 6 students and invited families then attend a Graduation Dinner to celebrate the end of their primary schooling. **Week 9 - Sunday 5pm 26th November @ 5:00pm tbc**
10. **eReport Cards:** are accessed on-line through ParentLounge. At commencement of enrolment, parent/carers receive username and password. If having issues in accessing the site please contact the office. PLEASE NOTE: This is only available while students are enrolled at the school. **Week 8 - Friday 24th November available after 5pm on ParentLounge.**
11. **Fun Day—Last Day of School :** The last day of school is a day of fun for our students. The venue is determined, activities are organised and morning tea and lunch are generously provided by the P&F. It is a wonderful way to end the school year. **Week 9 - Tuesday 28th and Wednesday 29th November (last day of term).**



## School Uniform Expectations



**Hat:** Broad brim royal blue hat—must be worn during PE, Play outside and in under-cover area and Excursions.



We are a SunSafe School

-available from the school office



**Socks:** Plain white ankle socks (just above the shoe)



**Shirts:** Polo dress collared shirt

-only available from the school office



**Boys shorts:** Royal blue shorts

Available at school office



**Girls skorts:** Royal blue stabbies skorts

Available at school office

### Shoes



**Unisex shorts:** Available from school

NO  
Canvas,  
Mesh or  
Suede

NO  
Boots

NO  
Ballet Flats

NO  
Coloured Logo's

✓

✓

✓

**PERSONAL APPEARANCE PERMITTED**

### Jewellery

- ◆ Girls Earrings – one pair of studs or sleepers
- ◆ Additional body piercings are not permitted for any student.
- ◆ Chain with cross or religious medallion under shirt/dress.
- ◆ Watches

### Hair

- ◆ Minimum cut – gauge 2 (no shorter). No tracks and no rat's tails. If any doubt exists, a student should check with the Principal before having a style change.
- ◆ Boys – collar in length, short on sides, conservative in style and natural in colour. Styles to be worn off the face.
- ◆ Girls – to be natural in colour and hair below shoulder length must be tied back. All styles must be worn off the face. White, blue or black hair bands, ribbons, hair ties and clips.

### NOT PERMITTED

- ◆ Rings
- ◆ Bangles, bracelets or anklets
- ◆ Make-up and nail polish





## Student Absence

Parents are to ensure the regular attendance of their children. Electronic Rolls are marked twice daily (morning and afternoon) in accordance with State Department Regulations.

Please advise the school if your child is going to be absent from school, and the reason for the absence. A note or email to the child's teacher or a phone call to the school is required.

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

If a child is absent from school without explanation, an SMS will be sent out to parents after the Roll have been marked.

## Guidelines for Parents

For safety, students are not permitted to leave the school grounds once they have entered them. If parents request that their children come home for lunch for example, a written request addressed to the Principal, which has been signed and dated by the parent is required.

It is preferred that dental and medical appointments are attended out of school time wherever possible. The school understands that this cannot always be arranged. If your child will be absent during school time for appointments, please advise the class teacher in writing, or contact the school.

If the drop off and pick up times cannot be adhered to at any time, please contact the school and make alternate arrangements. If no contact is made, we will endeavor to contact the parents or the appointed next of kin to ensure the safety of the child. **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.**

Parents are asked to label all clothing and personal property clearly. The school takes no responsibility for lost personal property. There is a lost property basket in the front office for any items collected.

Swimming lessons, music, sporting activities, LOTE and/or arts council performances are part of the school curriculum. A written explanation from parents is required if your child is absent from these lessons.

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

Technology devices such as mobile phones and iPads must be handed in to the office upon arrival and collected before leaving the school in the afternoon. Smart watches with a SIM must be switched to airplane mode during school hours.

## Parent Help

Parent/carers' help in the classroom and around the school is welcomed and appreciated. On occasion, working bee's are held and any assistance you are able to give is very much appreciated.

Children love to see parents, grandparents and friends in and around their school!

Please make contact with your child's classroom teacher or the Principal and they will advise you of where help is needed and any Blue Card requirements.

**PLEASE ABIDE TO COVID REGULATIONS PUT INTO PLACE!**

## Staffing List 2023

<b>Parish Priest:</b>	Fr Simeon Uchendu
<b>Pastoral Council Contacts :</b>	Mrs Mary Anne List
<b>Principal:</b>	Ms Doiya Knapman
<b>APRE:</b>	Miss Rebecca Place
<b><u>ANCILLARY:</u></b>	
<b>Administration Officer:</b>	Mrs Lorraine Muller
<b>Cleaner:</b>	Mrs Mabelle Alcoreza
<b>Facilities Officer:</b> ( <i>Ground's Person</i> )	Mrs Tracey Larsen
<b><u>TEACHING STAFF:</u></b>	
<b>Prep/Yr 1</b>	Miss Kaitlyn Mazzer
<b>Years 2/3/4</b>	Miss Brigid Connolly
<b>Year 5:</b>	Miss Rebecca Place & Mrs Diana Hammond
<b>Years 6:</b>	Mrs Naomi Romano
<b>Learning Support &amp; NCCD:</b>	Miss Rebecca Place
<b>Specialist Teacher (PE):</b>	Mrs Naomi Romano
<b>Specialist Teacher (Music):</b>	Miss Brigid Connolly
<b>Wellbeing Lessons:</b>	Mrs Diana Hammond Miss Rebecca Place Ms Doiya Knapman
<b><u>SCHOOL OFFICERS:</u></b>	
<b>Teacher Assistant:</b>	Mrs Kellie Farmer
<b>Teacher Assistant/ Library Assistant:</b>	Mrs Helene McCracken
<b>Teacher Assistant:</b>	Mrs Rebecca Glasgow
<b>Teacher Assistant:</b>	Miss Jemma Evans
<b>Teacher Assistant:</b>	Miss Breanna Cook
<b>Teacher Assistant:</b>	Mrs Lucy Harrison
<b>Teacher Assistant:</b>	Mrs Maree Carr



## St Therese's Catholic School

2/10 Rayleigh Street  
Monto, QLD, 4630

**Phone:** 07 41 66 16 54

**Email:** [www.stm@rok.catholic.edu.au](mailto:www.stm@rok.catholic.edu.au)

**Website:** [www.stmrok.catholic.edu.au](http://www.stmrok.catholic.edu.au)

