INDEX

INTRODUCTION TO ST THOMAS’

- St. Thomas the Apostles’ Vision Statement 3
- St. Thomas the Apostles’ Enrolment Policy 4

CURRICULUM AND LIFE AT ST THOMAS THE APOSTLE

- School Hours 5
- Out of Hours School Care Program 5
- Curriculum 6
- Specialist Teaching Areas 7
- Religious Education Program 7
- Sacramental Program 7
- Learning and Teaching 7
- Special Programs that Enrich our Children’s Learning 8
- Pastoral Care/Student Wellbeing 8
- Student Counsellor 8
- Student Services 8
- Peer Mediation Program 8
- Leadership Training 8
- Buddy Program 9
- Seasons Program 9
- P- 4 Literacy Strategy 9
- Reading Recovery 9
- Literacy Intervention 9
- Success in Numeracy (SINE) 9
- Intervention in Numeracy 9
- Discovery & Resource Centre 10
- Book Club 10
- Swimming Program 10
- Perceptual Motor Program (PMP) 10
- Gymnastics Program 10
- Dance Program 10
- Camping Program 10
- Interschool Sport 10
- Playgroup 10
- Music 10
- Lunchtime Activities 10
- Active After School Sports Program 10
- Integration Program 11
- Counselling Support 11
- Learning Assistance Program 11
- Choir 11
- Arts Program 11
- Student Representative Council/Leadership Team 11
- Behavioural Management Policy 12
- Leadership
- Leadership Flow Chart
- School Uniform
- Sports Uniform (Boys and Girls)
- Second-Hand Clothing
- School Hats
- Maths Bags
- Library Bags
- Art Smocks
- Lunches
- Water Bottles
- Playground Supervision
- Emergency Procedures
- Catholic Development Fund (CDF)
- Community Days
- Excursions/Incursions

** ADMINISTRATION **

- Payments
- EFTPOS Direct Debit
- Newsletter
- Identification Cards
- Working With Children Permit
- Pupil Free Days
- Prep Orientation
- Highlights of School Year

** MEDICAL AND HEALTH ADMINISTRATION REQUIREMENTS **

- School Records
- Absence From School
- Medication
- Anaphylaxis
- Asthmatics
- First Aid
- School Entry Requirements for Immunisation in Victoria
- School Medical Team
- Medical/Dental Appointments

** PARENTAL INVOLVEMENT AT ST. THOMAS THE APOSTLE **

- St. Thomas’ Parish Education Board
- School Community Association
- St. Thomas’ Maintenance Committee
- Other Parental Involvement
- St. Thomas’ Playgroup
- St Thomas the Apostle into the Future
- The Importance of Parent’s Input and Keeping Communication Active
VISION STATEMENT

At St. Thomas the Apostle Primary School we believe:

- That the true message of the Gospel should be modelled by all members of the school community and therefore become a lived reality

- That the Catholic traditions, ideals, values and attitudes should be fostered through a comprehensive Religious Education Program which includes rich experiences in Scripture and Liturgy

- That through the use of a variety of structures and teaching strategies all children will be encouraged to reach their full potential

- That the curriculum should be challenging and relevant to the needs of individual students. It should be sequential, encourage independence and support the learning continuum of life

- That the skills and talents of all Staff are recognised and valued and that through peer support and professional development opportunities, Staff are assisted both personally and professionally to achieve excellence

- That through positive relationships we create an environment where there is a sense of belonging, acceptance, respect, growth and support for each other within our community

A vision without a task is a dream
A task without a vision is drudgery
A vision and a task is hope for the world
ENROLMENT POLICY
It is our goal to ensure that those families who desire a Catholic education are supported to achieve this desire. It is also our aim that those who join our community be they teachers, students or families, value our educational aims, which have been developed and lived in the Gospel spirit of freedom and love.

To ensure that there is access to Catholic Education for all families, contribution from parents for the maintenance of our Catholic School should be at a level that enables parents to exercise their choice of schooling without undue financial hardship.

Our Enrolment Policy also provides for the inclusion of those applicants who are not Catholic, but who desire for their children to be educated in a Christian environment and who willingly recognise, accept and value the Catholic nature of our School. Such enrolments must not cause the exclusion of a Catholic applicant and must be kept within the context of Catholic Education Office Enrolment Policy.

It is important that applicants understand that acceptance into St. Thomas the Apostle School does not give them automatic right of admission into a Catholic Secondary School (CEOM policy 2.4).

ENROLMENT PROCESS
Application for Enrolment must be made on the official Enrolment Form. Students must turn 5 years before 30th April of the year in which they wish to commence school.

Following lodgement of application, confirmation of application for enrolment will be acknowledged in writing. When a position is available an offer will be made in writing. To accept the position, the place of offer must be acknowledged along with payment of a non-refundable fee.

PRIORITY ACCEPTANCE
Applicants will be accepted in the following order:

- Siblings of students already in the School
- Catholic students from within the Parish boundaries
- Catholics from outside the Parish boundaries
- Others who meet the requirements as set out in this Policy

ENROLMENT OF STUDENTS WITH SPECIAL NEEDS
Students, who have special needs and require additional support to ensure adequate access to educational programs, will be assisted through the support of an Enrolment Support Group. Families seeking enrolment for such a student should request this assistance when making application. It is recommended that all information pertinent to the child’s enrolment is given at the interview. This enables adequate time for planning.
SCHOOL HOURS

- Classroom doors open: 8:45 am
- Meditation commences: 8:50 am
- Session 1: 9:00 am – 11:00 am
- Lunch Break: 11:00 am – 12:00 pm
- Session 2: 12:00 pm – 2:00 pm
- Afternoon Break: 2:00 pm – 2:30 pm
- Dismissal: 3:30 pm

Students are required to arrive no later than 8:50 am and be ready to commence classes at 9:00 am. Parents are able to talk with teachers in regard to matters affecting their children prior to 8:50.

In term one Preps commence on the first day of school and during February do not attend school on Wednesday, all other days are full school days.

OUT-OF-SCHOOL-HOURS CARE PROGRAM

This program aims to provide quality, affordable and accessible ‘Before’ and ‘After’ School Care in a caring, friendly and stimulating environment for the children at St. Thomas the Apostle Primary School. The program is designed to provide a variety of activities to meet children’s ‘Before’ and ‘After’ School needs.

Children will be provided with breakfast and afternoon tea and a range of recreational activities, which may include art and craft, indoor and outdoor games and cooking. Opportunities are provided for those who prefer a quiet time or wish to complete homework. Applications are completed online.

CO-ORDINATOR:

Managed by OHSClub

www.oshclub.com.au

HOURS OF OPERATION:

Before School: 7:00 am – 8:45 am
After School: 3:30 pm – 6:30 pm

To ensure a quality program, and continuity with regard to school, the Coordinator liaises with the Principal regularly in order to support the needs of the children.

Prep children are collected from their classrooms after school until they have enough independence to walk to the Out of Hours School Care Program by themselves.
CURRICULUM

At St. Thomas the Apostle School, teachers focus on learning for all students in order to move each one from their point of need along their learning continuum. Teachers make evidence-based decisions after analysing data that has been collected in pre and post testing, anecdotal records, work samples and observing what a student can ‘do, say, make or write’. That way, teachers can plan and implement work that caters to the needs, abilities and interests of the students.

Learning outcomes are taken from the Australian Curriculum and the Victorian Essential Learning Standards (AusVELS) guidelines. These address the teaching and learning in:

- **Physical, Personal & Social Learning**
  - Health and Physical Education
  - Interpersonal Development
  - Personal Learning
  - Civics and Citizenship

- **Discipline-based Learning**
  - English
  - Mathematics
  - The Arts
  - Humanities – History, Geography, Economics
  - LOTE (Language Other Than English)
  - Science

- **Interdisciplinary Learning**
  - Communication
  - Design, Creativity and Technology
  - Information and Communication Technology (ICT)
  - Thinking Processes

The Religious Education program is taught via units of work as set out in the ‘To Know Worship and Love’ resources.

We believe that learning is inter-related and as such, skill, concepts, values and knowledge are transferrable via an integrated curriculum and the inquiry approach. Student engagement is enhanced with updated and modern technology and by catering to the students’ different learning styles.

At the commencement of each term, parents receive an Overview, which outlines the units of work in the various curricula being taught in each Year Level. Parents also receive two detailed formal reports, mid-year and at the end of the year, as well as opportunities to view their child’s work in their classroom environment.
**SPECIALIST TEACHING AREAS**
Specialist teachers are employed to teach LOTE (Italian), ICT, Science (Sustainability) and Physical Education on a weekly basis throughout the school.

**RELIGIOUS EDUCATION PROGRAM**
The primary program used in our school is ‘To Know, Worship and Love’ as stipulated and approved by the Bishop in the Archdiocese. Our Parish Priest works with the Staff to provide positive experiences in the area of liturgical celebrations, which help establish our Catholic identity and nurture our traditions.

**SACRAMENTAL PROGRAM**
Students in Year 3 are prepared for and receive the Sacrament of Reconciliation and Eucharist. On a two-year cycle the students in Years 5 and 6 receive the Sacrament of Confirmation. Parents are encouraged to support their child during this time of preparation and are asked to attend meetings and activity nights.

**LEARNING AND TEACHING**
At St Thomas the Apostle Primary School we have a shared philosophy that we are teaching children as individuals, not grades. As members of a dynamic society we acknowledge the ever-changing nature of teaching. We believe in immersing children in a relevant, contemporary learning environment that enables them to experience success and enjoyment as they journey towards their real potential.

We recognise that the curriculum for all Victorian students is organised in Levels which is taught over two years, with the exception of Prep. However, teachers cater to each child’s needs and abilities in the work they plan and implement daily.

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Prep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>Grade 1</td>
</tr>
<tr>
<td></td>
<td>Grade 2</td>
</tr>
<tr>
<td>Level 3</td>
<td>Grade 3</td>
</tr>
<tr>
<td></td>
<td>Grade 4</td>
</tr>
<tr>
<td>Level 4</td>
<td>Grade 5</td>
</tr>
<tr>
<td></td>
<td>Grade 6</td>
</tr>
</tbody>
</table>

We also challenge the children to be active life long learners and to make informed responsible choices in their daily lives.

Effective teaching and learning allows students to:
- Achieve success in all curriculum areas
- Be actively involved in acquiring new concepts
- Access and organise information and use it to enhance their learning
- Work in flexible groupings and on an individual level
- Have access to a range of new technologies
- Develop skills to support life long learning

Effective teaching and learning allows teachers to:
- Act as positive role models
- Gain an understanding of the children’s talents, abilities and disabilities to ensure that every child achieves success
- Create a challenging and stimulating environment
- Be aware of the various learning styles of children
- Be conversant with current educational practices
- Use data to effectively drive teaching and data opportunities
SPECIAL PROGRAMS THAT ENRICH OUR CHILDREN’S LEARNING

Seasons Program  Library
Students Grief Program  Perceptual Motor Program
Adult Grief Program  Computer Technology Programs
Gymnastics Program  Visual & Performing Arts
Choir  Junior and Senior Children
Camping Program for Senior Classes  Buddy Program
Interschool Sport  Student Counsellor Service
Reading Recovery Program  Leadership Programs
Keyboard Lessons (optional)  Peer Mediation
Parent Effectiveness Training Course  Leadership Training
Counselling Support  Social Justice Groups
Maths Extension Classes  Student Representative Council
Maths lunchtime activities  Junior, Middle & Senior Literacy
Book Club  Intervention
Chess Club  Junior, Middle & Senior Maths
Speech Pathology  Intervention
Integration Program  Active After School Sports Program
Swimming Program  An Outdoor Education Program is being established in 2013
Dance Program

PASTORAL CARE/STUDENT WELLBEING

An important aspect of our work at St. Thomas’ is Pastoral Care. There is a Pastoral Care group, which meets weekly to assist teachers and parents with any concerns that may arise concerning a child's development and well being.

STUDENT COUNSELLOR

A counselling service is available at the school. Through this service, students and families are assisted to work through a variety of issues. The counsellor works independently with students and families. He/She also supports the work of teachers and offers professional sessions for the school community. The Principal also counsels children as part of her work in Student Wellbeing. Professional nights are offered by the Counsellor.

STUDENT SERVICES

Through a school referral process, students have access to services provided by the Catholic Education Office. Such services include Speech Pathology, Psychological assessments and Education assessments. The school has a Special Student Services Officer who works closely with the principal, parents and teachers overseeing this program.

PEER MEDIATION PROGRAM

Senior students are trained to act as Peer mediators in the event of a minor dispute between students. Through this program, the Mediators are given the opportunity to develop leadership and negotiation skills. It also allows all students to develop the ability to problem solve and to develop skills of conciliation.

LEADERSHIP TRAINING

A special program has been designed for children in the senior level who are chosen to form part of the Leadership Team. This program runs throughout the school year and includes some professional development outside the school.
**BUDDY PROGRAM**
Our Buddy Program involves the older children being paired with the Junior students. Planned activities between the Classes are held so that the students involved become friends and are there to support each other. This provides a ‘buddy’ for the younger child and gives to the older student the opportunity to develop leadership skills and responsibility.

**SEASONS PROGRAM**
The Seasons Program is offered each year. This is a support program for those students who have suffered a loss through death or family separation. A trained facilitator conducts the program. An Adult Seasons Program for grief is also offered. There is a well resourced adult library available to parents dealing with matters affecting separation, divorce or other matters of loss, i.e. death.

**P-4 LITERACY STRATEGY**
This continues the work of the Children’s Literacy Success Strategy (CLaSS) as a whole school approach to ensuring all students achieve success in early literacy. It is focused in Years Prep to 4 where children are actively engaged in a 2-hour block each day. Similar strategies are employed in the other Levels of the School. This program emphasises –
- A balanced approach to the teaching of reading, writing and oral language
- Small group focused teaching
- Structured teacher observations and assessments to diagnose students’ strengths and weaknesses in order to establish starting points for teaching and to monitor student progress
- Ongoing professional development for teachers which is supported by continual feedback provided by the University of Melbourne
- Involvement of and open communication with parents

**READING RECOVERY**
Despite good first teaching, a proportion of students will be identified at the end of the Prep year as experiencing difficulty with reading and writing. The Reading Recovery Program provides one-to-one intervention to assist such students. These students are given support to bring their skills up to the average level of the class.

**LITERACY INTERVENTION**
Qualified educators provide excellent support at Junior, Middle and Senior levels following teacher assessments at the beginning of the year. These staff work under the guidance of the Senior Literacy Coordinator.

**SUCCESS IN NUMERACY**
Through a screening test administered at the beginning of the year, a students’ understanding of number is gauged. Learning plans are developed for the students’ learning in Mathematics.

**INTERVENTION IN NUMERACY**
A special intervention program is offered to children in both the Junior and Middle school who have not reached a required benchmark for Numeracy. These intervention programs are offered before school as well as during school hours.
DISCOVERY & RESOURCE CENTRE
Our newly renovated Discovery and Resource Centre is the school’s hub of information and new learning. Every class is rostered each week to visit the centre to read, borrow books and use a range of electronic technologies. The Discovery and Resource Centre is also open Tuesday and Wednesday lunchtimes for half an hour.

BOOK CLUB
Once a week, a special book club operates in the Library Resource Centre at lunchtime. This optional program is to support children developing a love for literature.

SWIMMING PROGRAM
The students in Prep – Year 2 participate in a Swimming Program in Term 2 (Year 1 & 2). Year 1 and 2 students attend Nillumbik Swim School. An inter-house Swimming Carnival is conducted each year for the Year 3 - 6 students. Prep students participate in a swimming program in Term 4 at Nillumbik Swim School. Lessons are conducted by qualified Australian Swim Teachers.

PERCEPTUAL MOTOR PROGRAM
This program is conducted for the children in the Prep Grades. It is a sensory-motor program designed to develop skills in the areas of perception, co-ordination and strength.

GYMNASTICS PROGRAM
Students in Years Prep, 3 and 4 participate in a Gymnastics skill development program. This is conducted through Kids skills and runs for one term.

DANCE PROGRAM (Every second Year)
Students in Years 5 and 6 are introduced to Modern and Traditional Dance. A dance instructor is employed by the School for a ten-week block during Term 3. This culminates in a performance held bi-annually at a basket supper for parents and children in the Senior school. Dance is also taught in the middle school. Every two years we hold a major school performance at the Plenty Ranges Arts Centre.

CAMPING PROGRAM
Students in Years 5-6 are taken on camp annually. This experience provides an opportunity to develop personal skills such as community living, independence and self-confidence.

INTERSchool SPORT
We are members of the Eltham and District Sports Association. Students in Years 5-6 participate in the following sporting activities - Bat Tennis, Rounders, Softball, Cricket, Football, Netball and Volleyball. We are also involved in Cross Country Running, the Swimming Carnival and Athletics Carnival

PLAYGROUP
We have a Playgroup, which operates every Tuesday and Thursday mornings from 9:00 – 11:00 in the school hall. (Children 0-5years)

MUSIC
The Primary Music Institute offers keyboard lessons during school hours. This program is optional. Whittlesea Music offers lessons in wind instruments, percussion and strings.

LUNCHTIME GAMES ACTIVITIES
An alternative program is provided once a week during lunchtime for those children who enjoy playing board games. This activity enables children to develop skills in critical thinking.
ACTIVE AFTER SCHOOL SPORTS PROGRAM
This is offered twice a week after school for one hour. It is a funded program coordinated by teachers for students who wish to explore different sports, developing confidence in their ability to be fit and active. This program provides a variety of sports, including tennis clinics, lacrosse, circus skills etc. It invites students to learn more about the excitement and joy of being actively engaged in sports.

INTEGRATION PROGRAM
A number of Student Services Officers are employed to support those students with special needs. These support staff work closely with the Student Services Coordinator and classroom teachers. All children who receive special funding have an enrolment support group meeting once a term. The Student Service Coordinator keeps in touch regularly with parents whose children receive funding.

COUNSELLING SUPPORT
We are aware of the need to support students who require some emotional support on various levels. To this end we have a psychologist working at the school as well as various social skills programs coordinated by our Student Wellbeing Coordinators. These programs include a range of strategies to help students grow in social stamina. We also believe strongly in supporting families and so we offer parenting courses and occasional evening sessions for parents to learn more about matters such as building resilience in students. Grief programs are also available for students who may be experiencing loss of one kind or another.

LEARNING ASSISTANCE PROGRAMS
Qualified educators oversee our Learning Assistance program in the junior and senior area. Through this program small groups of students are provided specialised support in Literacy and Mathematics. We have a genuine commitment to all students in our care ensuring the best learning environment for their needs.

CHOIR
Students are given the opportunity to join our School Choir. Through this experience, their musical skills are developed and they have the opportunity to perform at school functions. We also encourage children to join our specialist Church choir. The members of this choir perform at various religious events.

ARTS PROGRAM
Students are given the opportunity to display their artistic talents in a variety of ways. Biannually we had a whole school performance held at the Plenty Ranges Arts Centre. Students are taught by a professional choreographer and various aspects of dramatic art is present throughout these performances. On alternate years the seniors also perform the Passion Play and the other year students from Year 3 – 6 perform the Stations of the Cross. These performances are our way to be actively involved in Easter liturgy. Throughout the year we invite artists in residence to work with students on projects that include a variety of mediums. In 2012 it was painting, mosaic work and ceramics. In 2013 we introduced specialist Visual Arts classes once a week across the school. Music lessons can be obtained privately at the school and this school of music work with the school on a variety of musical presentations. Most recently they worked with students on composing the school song. The Arts are alive and thriving here at St Thomas the Apostle.

STUDENT REPRESENTATIVE COUNCIL/LEADERSHIP TEAM
Through the Student and Leadership Team, students are given the opportunity to develop leadership qualities, gain a sense of service and to have the opportunity to raise, discuss and solve issues.
**BEHAVIOURAL MANAGEMENT POLICY**

The aim of the Behavioural Management Policy is to develop within the School community, positive values towards authority, towards each other, towards the wider community and towards our environment. It also aims to develop positive self-esteem in the members of the School Community.

This is done through the following:

- Weekly Principal Awards in each class room
- Gold Award (Five Gold Awards culminates in a school pin
- ‘Be A Star on the Yard’ Award is given for outstanding yard behaviour
- Birthday Acknowledgements
- Awards & acknowledgements are published weekly in newsletter
- Students are affirmed and encouraged in a supportive and reassuring climate within the classroom.
- A whole school program exists to support positive learning and behaviour providing a safe and secure learning environment. This program is called “You Can Do It” overseen by the Student Wellbeing Coordinator

We believe that all in the community must accept responsibility for their own behaviour. Therefore, clear expectations are set down for staff, parents and students. Class and School rules are listed with stated consequences. A copy of this Policy is available to all parents. In 2012 we introduced Restorative Practice – a program to help students resolve conflict by taking ownership of the situation.

Self esteem courses are coordinated by the student Wellbeing Coordinator and offered to senior students to build their self esteem and give them personal power and self assurance as they prepare for adolescents. Self esteem courses are also offered to the junior students in Years One and Two and these are coordinated by our School Counsellor. The Principal in negotiation with parents also offers counselling to several students throughout the year in her capacity as Counsellor.

**LEADERSHIP**

The leadership structure of the school involves a number of leadership roles that supports the learning and teaching aims of the school. These include:

- Principal
- Deputy Principal
- Religious Education Coordinator
- Level Coordinators
  - Prep
  - Year 1 & 2
  - Year 3 & 4
  - Year 5 & 6
- Student Wellbeing Officers
- Student Service Coordinator
- Senior Literacy Coordinator
- Junior Literacy Coordinator
- Maths Coordinator

The above Leadership Team meets weekly to discuss our School Improvement Plan and to address important matters affecting the daily life of our school.

Keeping our channels of communication open across all aspects of our school ensures improved outcomes for our children. Supportive leadership has a significant impact on the morale and motivation of staff, student learning outcomes, student welfare and parent satisfaction. Once a year in June, the Principal presents an annual report to the school community outlining our results in learning and teaching. Also, the Principal presents a report to the Parish Education Board several times a year which is also published in the school newsletter.
GENERAL INFORMATION

SCHOOL UNIFORM
Every student should wear his/her uniform with pride. Hair should be worn neatly and tied back for safety and hygiene. Hair ribbons should be in school colours (i.e brown and gold).

GIRLS
SUMMER
School design check dress
Fawn or White socks
Brown school shoes/boots
Brown brim hat with logo
St. Thomas’ school jumper/windcheater

WINTER
Pleated winter tunic or skirt
Straight leg trousers
Fawn long sleeve shirt (Peter Pan Collar)
Chocolate tights/socks
Brown school shoes/boots
St. Thomas’ school jumper

BOYS
SUMMER
Fawn open-neck short sleeve shirt
Brown shorts
Fawn socks
Brown school shoes/boots
Brown brim hat with logo
St. Thomas’ School jumper

WINTER
Brown Pants
Fawn Long sleeve shirt
Brown school shoes/boots
St. Thomas’ School jumper

School Bag with Logo
Bag and hat may be purchased from the School

Northern Regional Uniforms are in attendance at school on Thursday between 8.30am-9.15am or every day at Unit 21, 8 Oleander Dve, South Morang. They can be contacted on 9436 4005. Email: infor@northerregionaluniforms.com.au. Orders can also be placed through the office to support the life of busy families.

SPORTS UNIFORM (BOYS AND GIRLS)
During the summer months children are to wear brown sport shorts, gold sports polo, white socks and appropriate sports shoes.

During winter children should be attired in the school tracksuit, shorts, gold sports polo and appropriate sports shoes.

Parents will be notified if the physical education uniform is to be worn on any other day, other than the timetabled physical education day.

- Runners may only be worn to and from school on PHYSICAL EDUCATION/SPORT DAYS
- Children are encouraged to wear a house coloured t-shirt for major interhouse sports event
SECOND-HAND CLOTHING
The School Community Association sells good quality second-hand clothing. New school bags, hats, socks and tights may also be purchased through the Association. The secondhand uniform shop is open every Thursday between 8:30-9:30am in the hall or orders may be placed at the office.

SCHOOL HATS
All children from Prep to Year 6 are expected to wear their school hat to and from school during first term and fourth term, at recess and lunch and during all outdoor school activities. Sunscreen may also be worn and is available in each classroom. Hats may be purchased through the school office at a cost of $10.50. Hats are brown broad brimmed with the school monogram.

MATHS BAG
Each child will receive a Maths Bag containing a range of necessary tools to assist them in calculating, measuring and performing other mathematical activities. This is in line with the thinking curriculum and especially problem solving in the area of mathematics.

LIBRARY BAGS
All children from Prep to Year 6 are required to use a library bag when attending the Discovery Centre. This will ensure that books are kept in the best possible condition.

ART SMOCKS
All children from Prep to Year 6 are asked to have either an art smock or 'old shirt' to protect their clothing during art classes. Please make sure that all your child/ren's belongings are clearly marked or labelled with their name. The school does NOT take responsibility for missing items. If, however, items are lost there is a lost property collection, which may be inspected between 8.45-9.00 and 3.25-3.40. This is located in the Administration Building.

LUNCHES
Children eat their play lunch and lunches under the supervision of their teacher, in the classroom. If their lunch is not finished in due time, they eat under supervision on seats in the playground. Wednesday is a 'waste free' day to support our Sustainability program.

WATER BOTTLES
Children are asked to bring a water bottle to school. This is kept with them all day to ensure that they are well hydrated.

PLAYGROUND SUPERVISION
Children are supervised by three teachers on a 'normal' routine day during playtime and lunchtime. There is also a staff member on First Aid Duty during play and lunchtimes. On wet and extremely hot days the children remain inside under supervision. Special arrangements are also made to care for children on very hot days. There are teachers officially on duty before school hours - 8.40 - 9.00 am and after school hours - 3.30 - 3.45 pm.

EMERGENCY PROCEDURES
FIRE DRILL AND DISASTER PLAN ROUTINES are practised throughout the school year. Clear evacuation procedures are on display near the exit door in each classroom.
CATHOLIC DEVELOPMENT FUND (CDF)
Since 1956 the Catholic Development Fund has provided more than $100 million towards vital school building projects for Melbourne's Catholic Education system. Children may bank with the Fund every Wednesday morning at school.

COMMUNITY DAYS
From time to time children from Prep to Year 6 are involved in a particular theme, which often lasts for the duration of one week or more e.g. ‘Celebrating Learning Week’, ‘Italian Week’, or special Feast Days. The subjects are co-ordinated throughout the school during this week and parents are invited to participate. Notification of particular themes and special community celebrations will be advertised through the Newsletter. There is also published at the beginning of each school year and updated on a term basis, a Calendar of Events.

EXCURSIONS/INCURSIONS
Each year it is expected that all children will have the opportunity to participate in excursions (away from school) and incursions (where Educators come to the school). These are planned by teachers on a term basis or when the need arises due to a particular theme being studied in class. The basic aim of any excursion/incursion is to give the child first-hand experience from which he or she is then able to discuss and work through particular School projects. Parents will be notified of the excursion/incursions in advance and details will be provided about the outing. It is imperative that parents sign excursion permission forms and return these to school prior to the excursion. Children will not be allowed to attend excursions without signed parental permission.

ADMINISTRATION

PAYMENTS
Payments made to the school for school fees, levies, book club etc. are to be enclosed in an envelope.

Please ensure:
1. Your child's name
2. Your child's grade
3. Amount enclosed - and Purpose (e.g. book club, school fees, etc.); are written on the outside of the envelope.

EFTPOS & DIRECT DEBIT
EFTPOS/Credit Card and Direct Debit facilities for payment of school fees and levies are available. Information and Direct Debit Request Forms are available from the Office if you wish to take advantage of this facility.

NEWSLETTER
A school newsletter is published weekly and is emailed to parents. The newsletter is also published weekly on the school's website www.stgreensboroughnth.catholic.edu.au These weekly newsletters include articles by the Principal, Specialist teachers, School Community and also includes Children’s Awards. There is also a separate Prep newsletter sent out regularly throughout the term.

IDENTIFICATION CARDS
All teachers and staff members wear an ID card with their name and photo.

WORKING WITH CHILDREN PERMIT
All visitors to the school, including parents, who are working in classrooms must obtain a Working With Children permit. These badges must be displayed at all times whilst present in the school.

PUPIL FREE DAYS
Each year the school is closed at various times to enable the staff to take part in professional development activities. The purpose of these days is to ensure that staff is kept informed of the latest teaching methods and strategies and that curriculum policies are developed. The school's programs are then assessed and updated when necessary.

PREP ORIENTATION
At St Thomas the Apostle Primary School our aim is to make students feel comfortable and confident in their transition from Pre-School to School. There are three orientation sessions that run throughout November to help assist the students.

The aims of these sessions are to:
- Familiarise the students with the classroom they will be in the following year.
- Allow the students to meet and get to know their teacher for the following year.
- Establish with the students the routine of the classroom
- Familiarise themselves with the whole school environment

We also hope to make the transition for parents easier, by informing parents of the curriculum, issues that may arise in Prep and also practical information on uniforms and school groups. These parent sessions are run at the same time as the prep transition sessions.

HIGHLIGHTS OF SCHOOL YEAR
Father’s Day Breakfast
Mother’s Day Luncheon
Prep Graduation
Senior Graduation
Performing Arts Festival
Passion Play
Christmas Carols
Visual Arts Exhibition
Interhouse Sports / Swimming Carnivals
St. Thomas the Apostle Feast Day including a Week of Celebrations
Special Curriculum Nights …….. to name but a few
MEDICAL AND HEALTH ADMINISTRATION REQUIREMENTS

SCHOOL RECORDS
At the commencement of each school year, all parents will be given an Emergency Information sheet to complete. This provides the school with up-to-date details such as address, telephone number and emergency contacts. Please notify the school of any change of address or emergency telephone numbers. As well as medical information and permission for photos to be taken ensure requirements are met.

ABSENCE FROM SCHOOL
Parents are requested not to send their children to school if they are unwell. A written explanation by the child’s parent/guardian is required the day the child returns to school. Attendance rolls are marked twice daily. Parents will be contacted by telephone if a child needs to be sent home. For this reason, emergency telephone numbers are essential. After 3 days of absence the school will contact parents if there has been no notification.

MEDICATION
Medication required to be taken during school hours must be accompanied by the official ‘Administration of Medication’ form. These forms are available from the office. Information required includes -

- The type of medication
- The reason for its administration
- The dosage and time to be taken

Medication taken by students during school hours will be recorded in the Medication Book.

ANAPHYLAXIS
All EpiPens are stored with the child’s action plan in the First Aid Room. Each year Teachers are given refresher training in the administration of EpiPens. In each teacher’s First Aid Bag there are Medical Alert cards identifying children with medical alerts and plan of procedure.

ASTHMATICS
Children with asthma may keep their medication with them at school each day. Teachers must be notified if a student has this medication.

FIRST AID
A well equipped first aid room is situated close to the Admin office. Good visibility enables staff to monitor the wellbeing of children who are resting in this area. The Principal or Deputy Principal will authorise staff to notify parents should a decision be made that the child needs to go home. Medical records are quickly accessed through a computer in the first aid room. Parents must ensure that the school is provided with up to date medical information and contact numbers.
SCHOOL ENTRY REQUIREMENTS FOR IMMUNISATION IN VICTORIA

Since 1997, all new students in all primary schools are required to have a certificate of Immunisation in the correct form. This applies to government, Catholic and independent schools. The DTP booster is a prerequisite before a school immunisation certificate can be issued. The certificates states whether the child’s immunisation is complete or whether it is incomplete. An incomplete certificate can be issued in three circumstances:

- If the child's parents are conscientious objectors to immunisation
- If the child has a genuine medical contra-indication to one or more of the vaccines
- If the child's immunisations have fallen behind, and there is no time, to complete the missed immunisations before school commences, (in this instance the parent is required to sign an undertaking that the child's immunisations will be completed. A certificate indicating complete immunisation should then be issued as a replacement when the immunisations are completed).

At present in Victoria, only local governments are authorised to issue the certificate, which must be in the form specified in the regulations. Copies of the child’s health record, or letters from doctors can not be accepted by the School. Due to changes in immunisation regulations, there will are no immunisation services provided in Primary Schools.

SCHOOL MEDICAL TEAM

A school medical officer visits the school each year. Prep children will be tested for any speech, hearing or visual impairment each year. Children with problems identified in previous years are also examined.

On the teacher’s recommendation, and with parental approval, children may be checked for speech, hearing, visual or other medical impairment. In all cases, parents are contacted if there are any concerns regarding their child’s health.

MEDICAL / DENTAL APPOINTMENTS

If your child needs to leave school early for a medical or dental appointment, or for any other reason, please notify your child's class teacher in writing. No child is allowed to go home alone during school hours. Please arrange to have your child picked up, if he or she has an appointment. If a child is to attend an appointment during school hours, parents should collect their child from the class room after completing an early leave pass from the office.

It is recommended that medical appointments be made in the afternoon where possible to avoid the morning learning block.
PARENT INVOLVEMENT AT ST. THOMAS THE APOSTLE

At the beginning of the year meetings are held in order for parents/children/teachers to discuss goals and any other matters concerning their child. This may be about medical history, progress in previous years and so on.

A further Parent/Teacher interview is held mid-year focusing on the strengths and the achievements of the students. Strategies and recommendations for future learning are also discussed. Children are requested to attend the Parent/Teacher/Child interviews where possible. Interviews with class teachers are possible outside formal interview times, but must be arranged out of class time to avoid interruption to classes.

A written report is completed for each student mid year and at the end of the year. These reports are forwarded to parents for their records. Your support and enthusiasm for your child's progress is essential and we welcome the opportunity to meet with parents or hear from you with regard to your child. Parents are encouraged to email teachers with regard to any matter affecting their child. Email addresses are published at the beginning of each school year.

ST. THOMAS THE APOSTLE PARISH EDUCATION BOARD

Our Parish Education Board is the principal group directly involved in the provision of education in the Parish.

It offers informed advice to the Parish Priest and the Principal of the Parish School. The Parish Education Board advises on matters such as policy development, financial administration and education in which the Parish is involved.

It represents the various groups involved in education within the Parish. The Principal’s report to the Board is published in the newsletter after each meeting.

The Parish Education Board (PEB) has developed a model of operation that is community building:

- It is based on Gospel values
- It is aware of Parish needs
- And is mutually supportive

The Parish Education Board welcomes parents to email with any matters to discuss. The email address is peb@stgreensboroughnth.catholic.edu.au

SCHOOL COMMUNITY ASSOCIATION

The School Community Association works to raise money for the school and to organise social activities. Special ‘Food Days’ are arranged for the children and activities such as Trivia Night and Basket Supper Dance are held to bring our Community together. Morning teas are organised to allow people to meet and catch up with one another.
ST. THOMAS' MAINTENANCE COMMITTEE
The Maintenance Committee is responsible for ensuring an adequate level of general maintenance of our school buildings and grounds is undertaken. It organizes activities such as the mowing of all grassed areas, including the oval, major painting efforts and general landscaping. It arranges Working Bees, for which all school families are rostered and each Working Bee concludes with a Family Barbeque. The success of the Committee's work is dependent on the attendance of parents at the Working Bees. Parents are encouraged to join the Maintenance Committee each year. There are 8 scheduled working bees throughout the year and parents are encouraged to attend two of these which offset the Working Bee Levy. (four are on the weekend and four are during the school week)

OTHER PARENTAL INVOLVEMENT
Apart from these formal bodies, parents are invited to share their interests and talents in the school. Parents are encouraged to become involved in various programs offered by the School. We are interested in hearing from parents who have any special expertise that they would be willing to share within the school. So, if you have any ideas, interests or inspirations, we would appreciate your input.

ST. THOMAS' PLAYGROUP
Parents with Pre-school children (babies and toddlers) are welcome to join St. Thomas' Playgroup, which meets weekly -

<table>
<thead>
<tr>
<th>VENUE</th>
<th>St. Thomas' Parish Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAY &amp; TIME</td>
<td>Every Tuesday and Thursday (except school holidays)</td>
</tr>
<tr>
<td></td>
<td>9.00 am – 11.00 am</td>
</tr>
<tr>
<td>FEE</td>
<td>$30.00 per family per term</td>
</tr>
</tbody>
</table>

THE IMPORTANCE OF PARENT'S INPUT AND KEEPING COMMUNICATION ACTIVE
St Thomas prides itself on engaging parents in many ways in the life of the school. Weekly newsletter contain much valuable information on the life of St Thomas the Apostle. There is one formal interview set mid year. However, parents are encouraged to be in touch with their teacher as early as possible should an issue arise. We also encourage parents to email teachers as they check their emails daily for correspondence. Should parents ring teachers and they are in class the message is passed onto their message bank and teachers return calls at breaks. Occasionally we may SMS parents about a matter affecting the whole school. Diary dates for the year are sent to families early in term one to help with their planning for the year.

We value parent input and so we welcome comments and advice which we receive from the various bodies that operate at our school. We also encourage parents to contact the Principal or Deputy Principal if there is a matter on their mind. Our belief is that we can help support parent’s needs best when we are aware of their concerns.

Annual surveys are forwarded to the school community each year and the results published mid year.

The school leadership team works closely with the Principal to discuss and assist in the management of the school. We work collaboratively always putting our annual action plan at the forefront of our expectations for the school.

COMMUNICATING EFFECTIVELY TO ALL OUR FAMILIES AND GETTING CONSTRUCTIVE FEEDBACK IS CRITICAL TO OUR SUCCESS AS A SCHOOL COMMUNITY