

Welcome to St Teresa's Catholic Primary School:

I would like to take this opportunity to welcome you and your family to Saint Teresa's Primary School, Ravenshoe. I hope that your association with the school will be a long and happy one.

The school fully recognises the role of parents in the education process of the child, and the desirability of a high correlation between home and school values.

The goal of the school is to work with parents to develop each child academically, emotionally, socially, physically and spiritually. We are here to support your efforts and to provide a sound Christian Education for your child. It is our role to create an atmosphere inspired by love, a concern for one another, and a relationship with God.

Our school motto, *Knowledge, Love, Truth* applies not only to the child, but indeed to all members of the school community. If we are true to the inspiration and application of it, our school and all those associated with it will be enhanced growing in our love of God and our practical concern for our neighbour and all God's creation.

We at Saint Teresa's look forward to working with you in the journey that is the education of your child.

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PRINCIPAL:

Mrs. Catherine McKechnie

PARISH PRIEST:

**Fr. Hilary Flynn
[07] 4097 6180**

MISSION STATEMENT

Our mission at St. Teresa's School is to develop an authentic community of faith in the Catholic tradition where God's presence is treasured.

Our focus is on the whole child. Together in partnership, the family and the school nurture the overall development of every child, encouraging them to attain their highest potential as lifelong learners.

The school values excellence in education and provides opportunities for effective learning and teaching to make children confident and creative builders of their future. These values are supported by a committed and caring staff.

At St Teresa's, positive, life-giving relationships are nurtured through showing respect, kindness, fairness and concern towards others. Relationships are reinforced through promoting self-discipline and personal responsibility in an atmosphere of trust and forgiveness.

We believe in the value of close communication between home and school, and aspire to enrich this relationship for the benefit of the school community.

HISTORY OF THE SCHOOL

Ravenshoe has a long history, first being settled earlier this century. The first State School was opened in 1912, but it was not until 1950 that Ravenshoe's first Catholic School was founded in the town. Sister Mary Bernadette (R.S.M.) was the first Principal.

The buildings are made up of old churches, moved to start the school and a new block of classrooms completed in 1996. The building we now call the Resource Centre used to be the original St Teresa's Church and the building that now has the early childhood classrooms used to be the Catholic Church at Irvinebank. When St Teresa's school first opened there were 60 students from year 1 to year 7 in the one classroom.

Saint Teresa's was staffed by the Sisters of Mercy until 1978, but since that time it has been staffed by lay teachers. Many of the children at the school have parents and grandparents who came to St Teresa's for their Primary school education.

The school today consists of 6 classrooms, an administration block, a library, a resource centre, a tuckshop, learning support and counsellor rooms, a large playing field, adventure playground and a large undercover sports shed. The school underwent a refurbishment program in 2006 / 2007

An extensive building programme was carried out in 2011. A new library, funded through the Building the Education Revolution programme was built and a new administration block was constructed from Block Grant Authority grants.

ENROLMENT POLICY

PREAMBLE

Saint Teresa's Catholic School is a faith community that maintains a Catholic identity and serves the mission of Christ. Students are nurtured in their faith in Christ and assisted in their total development.

POLICY

Saint Teresa's Catholic School welcomes children whose families value Catholic Education and demonstrate a willingness to support the school's Mission Statement. Every effort will be made to maintain the Catholic ethos of the school. Enrolment is dependent upon an acceptance of this commitment.

VALUES

Faith, Truth, Learning, Service, Justice, Respect, Witness and Commitment

CONSEQUENCES

- Parents/caregivers and students are given adequate information about the Mission Statement.
- Families are encouraged to endorse and, where appropriate, undertake to participate in all activities of the school curriculum and community.
- Families are urged to undertake to contribute their time and support to the various active groups in the school community, for example, Parents & Friends activities, fund-raising efforts and school improvement.
- Non-Catholic families are expected to permit their child/children to take part in all the activities of the school, including religious education and attending School Masses.
- Parents/caregivers are expected to pay in full, all fees and levies in accordance with the Fees Schedule detailed in the Saint Teresa's School Prospectus/Handbook, as a minimum contribution to the running of the school. If parents/caregivers need to discuss a payment plan or remission of fees, an appointment with the Principal needs to be made.
- Enrolment is dependent upon the capacity of the school to provide the physical and human resources necessary for the education of the student. All information regarding the child's educational needs, health and well being are to be completed on the enrolment form.
- When more information is required a 'Special Needs Enrolment Procedure' may need to occur.

FORMS FOR ENROLMENT

Official enrolment forms are available from the school's office at any time or on this website. Following the completion of this enrolment form, an interview will be required with the Principal. All prospective students are expected to be present at the interviews. The interview is an essential part of the enrolment process. **Implicit in the acceptance of an enrolment is the willing compliance by both students and parents, with the expectations and standards set by the school.**

ENROLMENT PROCEDURE

As a Catholic Primary School, wherever possible, we attempt to accept children who are transferring in from other Catholic Schools. However, in keeping with the enrolment policy of this school, non-Catholic students are welcome on the grounds that they are committed to the values of the Catholic Church and are willing to take part in all school activities, including Religious Education and Mass.

In addition to the information contained in the Enrolment Form, parents should notify the School of:

- Reports from previous schools attended
- Details of anything out of the ordinary in respect of the child's health
e.g. any special hazards to be aware of, special needs, treatments, allergies
- Details of any disability, impairment or syndrome the child has
- Details of any special medication to be taken while at school
- Reasons why the child can not participate in sporting activities
- Any reasons why the student's performance may be impaired

For the school to cater for the child's educational needs, parents need to be frank and open with these matters. If a child comes from another school, parents will be expected to sign a form allowing all educational information from the previous school to be sent to St Teresa's School.

SCHOOL CURRICULUM

The following Key Learning Areas comprise our curriculum:

RELIGIOUS EDUCATION

ENGLISH

MATHEMATICS

SCIENCE

TECHNOLOGY

HEALTH AND PHYSICAL EDUCATION (HPE)

STUDIES OF SOCIETY AND THE ENVIRONMENT (SOSE)

THE ARTS

Religious Education permeates the whole curriculum to nurture students in the Gospel Values espoused by Jesus and to provide a safe, caring environment.

Social Emotional Well – Being (Values Education):

St Teresa's has incorporated a number of social/emotional programs to promote Success and Emotional resilience. These include *Program Achieve, Making Jesus Real, Seasons for Growth and Protective Behaviours*. These programs actively teach *confidence, persistence, organisation, resilience and getting along* by promoting positive habits of mind and discouraging negative habits of the mind. These programs cover the 9 Values that the Commonwealth Government requires us to teach within the curriculum. We also have a visiting Counsellor who comes to the school every two weeks. To see the counsellor individually a parent request/ permission form needs to be filled out.

RELIGIOUS EDUCATION CURRICULUM:

Our Religious Education Programme has two components; teaching people religion and teaching people to be religious. In essence it is the classroom teaching of the subject Religious Education and the ways and means that the religious life of the school is promoted.

Planning, assessment and reporting in the key learning area of Religious Education is completely aligned with the procedures in the other key learning areas.

Prayer and Worship, Religious Identity and Culture, Social Action and Justice and Evangelisation and Faith Formation are the focus areas.

SCHOOL CELEBRATIONS:

At St Teresa's, we take every opportunity to celebrate important feasts and seasons in the life of our church and in the lives of our students and their families. These celebrations may be Eucharistic, such as school or class Masses or simple prayer rituals. All parents are warmly welcome to attend these celebrations.

Each week, we have sacred singing where our students learn appropriate hymns/songs to enhance our prayer time.

Staff pray each Thursday morning and our community is aware that this is sacred time.

SACRAMENTS

Children are prepared in Year 3 for Reconciliation and First Holy Communion and in Year 6 & 7 for Confirmation. However, the school will assist families in the preparation for reception of the sacraments at other times, as required.

PARISH SACRAMENTAL PREPARATION

If your child has not been baptised and you wish this to occur please contact Fr Hilary on 4097 6180.

SCHOOL ATTENDANCE

Regular attendance is compulsory by law once a child turns six years of age and is necessary if students are to gain the greatest possible benefit from school activities. While a phone message is desirable to notify an absence, a note of explanation is required when the child returns to school after being absent if a phone call hasn't been made.

As our rolls are now marked electronically and the data submitted to CES, it is imperative that students are at school on time. If students arrive at school after 9.15 without an explanation; they will be recorded as absent for the morning session.

If your child is to be away for a number of days and you require work to be done at home, please give the class teacher at least 1 day's notice.

DAILY ROUTINE

8.40am - 10.30am	In class
10.30am - 11.15am	Lunch and Play
11.15am - 1.00pm	In class
1.00pm - 1.15pm	Afternoon break
1.15pm - 3.00pm	In class

ARRIVAL AT SCHOOL

Supervision of children at school is between **8.25am and 3.15pm**. It is very important for students to be in time for the 8.40am bell so that lessons can start on time.

A School Crossing Supervisor is on duty from 8.20am to 8.50am and 2:50pm to 3:20pm. Students and parents crossing Moffatt Street are required to use the supervised crossing.

Where family or work commitments or bus arrangements necessitate arrival of students prior to 8.25am, students are to go immediately to the covered area. Minimal supervision only is available before 8.25am and a note or discussion with the Principal is required. Formal supervision commences at 8.25am.

At rare times students are requested to come early for particular activities (eg camps). They will be under supervision for these activities.

DEPARTURE FROM SCHOOL

Children should be picked up from the Moffatt Street or Rankine Street gates. The Moore Street access area to the school is busy and congested with buses each afternoon and should be kept clear. Students are to wait in the covered area to be collected.

A School Crossing Supervisor is on duty for children crossing at the Moffatt Street entrance.

Staff supervise children catching all buses at the Moore Street access. Children attending special functions after school, eg. Tennis, Dentist visits etc are to wait and cross with supervising staff.

An early bell is rung at 2.55pm for students catching the Mt Garnet bus. Students needing to cross Moore Street will be taken across at this time.

For students who walk home it is important to emphasise the need for personal safety in the street.

Since many children travel by bus they need constant reminders of good conduct and safety at all times. A copy of the 'Code of Conduct' expected on the bus is available at the school office if you wish to view it. Any complaints of behaviour or incidents that occur on the bus need to be directly relayed to the bus driver concerned.

VISITING SCHOOL STUDENTS DURING THE SCHOOL DAY

Staff members have a Duty of Care to all students particularly between 8.25am and 3.15pm each school day. If you would like to help in the classroom with activities such as reading or art, please feel free to approach your child's teacher for a regular timeslot, as extra help is always appreciated.

All visitors including parents or caregivers must abide by this school policy.

All visitors during class time including parents are to report to the School Office before going to the student's classroom. This is for the protection and safety of your children during the school day.

No visitors, other than parents or caregivers, will be allowed individual contact with students without the approval of the Principal and the permission of the parent / caregiver, except as required by legislation.

We are required by law to follow any Family Court or Protection Orders given to us by parents or caregivers. Unless we have a copy of the above Orders we will be unable to prevent a parent having access to their child.

All contact with students will take place in full view of duty teachers *eg.* outside classrooms, in the covered lunch area so that we can ensure the safety of the children.

STUDENTS LEAVING EARLY

Students who need to leave the school grounds during school hours will need to bring a written note with explicit instructions as to time, reason, etc, from parents / caregivers. These notes will be kept by the classroom teacher for confirmation.

ILLNESS AND ACCIDENTS

When your child is enrolled at school, we will seek information from you, which will enable us to act, as far as practicable, in accordance with your wishes should the necessity arise.

There is a responsibility on the part of parents to see that our school records are up to date as far as addresses and telephone numbers are concerned. In the case of accidents, except in an emergency, the school always attempts to contact a parent prior to obtaining medical assistance.

In some cases treatment may be urgently required. It is at such times that we need to know the name and phone number of your personal doctor.

Staff members who hold First Aid qualifications are able to deal with minor accidents which occur in the playground. In the cases of severe accidents or serious illness while at school, an ambulance will be immediately called and parents notified as soon as possible.

MEDICATION

No medication is to be given to a child without the written permission of a parent/caregiver. If a child comes to school without a note and asks to take medication, the parent/caregiver will be contacted by telephone and any verbal consent will be documented in writing stating the medication, dosage, person consenting, time and date.

All medication, along with the Medication Register, will be kept in a secure area. All medications need to be taken to the school office at the beginning of the day and will be dispensed by a registered First Aider. All medication needs to have the doctor's prescription label attached with dosage and time of administration written clearly on the label.

Classroom teachers may administer medication to students during camps and excursions, etc. Medication will need to be collected from the office along with the Excursion Medication Register and the *Notification and request by Parent/Caregiver for the administration of Medication during School Hours*.

HEALTH AND DENTAL CARE

The School Health Sister and the School Dentist visit the school. After providing permission for a referral, parents are then contacted by letter regarding any particular problem which has been diagnosed. These services have been most successful in diagnosing visual, auditory and dental problems. If the problems are diagnosed, suggestions are usually made about how parents can assist in remedying these.

CUSTODY ISSUES:

Where the school is provided with documentation regarding particular court orders that are in place, the school will make every effort to ensure that such orders are adhered to in accordance with the conditions outlines. Parents are advised that the school will under no circumstances take sides in such matters and can only act on the directions given by a court of law. It is up to parents concerned to resolve the legal aspects in such cases and to provide the school with written proof of any alterations to decisions as handed down by the courts.

SMOKE FREE POLICY

Parents are informed that a Smoke Free policy has been adopted by the Catholic Education Services and this includes Saint Teresa's Primary School. Parents are asked to observe this policy and are requested not to smoke at the school during school hours.

HEAD LICE

In recent years the incidence of head lice in schools has been increasing. Children suffering from head lice are not normally excluded. On discovery of an infestation, parents are advised to treat the problem immediately and to check hair regularly to prevent reinfestation. Parents will be informed by letter or newsletter if any child in the class has head lice. It is important to note that head lice are not caused by unhygienic conditions, and can be caught by anyone regardless of the cleanliness of the hair. It is therefore important to be vigilant in checking your child's hair regularly, especially if they have an itchy scalp. Long hair should be tied up.

INFECTIOUS ILLNESS

Children suffering from infectious illnesses must be excluded from school. Full immunisation for Measles, Mumps, Rubella and Whooping Cough is recommended. Present regulations provide for the following exclusion times:

CHICKEN POX	Seven days after beginning of illness. All scabs must be dry.
HEPATITIS A	Re-admitted on medical advice
WHOOPING COUGH	At least twenty-eight days
COLDS / FLU	It is recommended to keep the child at home resting for a couple of days to build up his / her strength and immunity.

LOST PROPERTY

It is inevitable that, from time to time, children's belongings will be mislaid or lost. All found items are placed in the Lost Property Basket which is found in the Library. Please assist in the returning of found articles by having **all belongings clearly named**.

REPORTING TO PARENTS

An Information night will be held early in Term 1 for all parents wishing to hear about the year's program and to see their child's work so far.

Written reports on the school report cards are issued at the end of each semester in June and December. Your child will also bring home a student portfolio of their work during the last semester. The year 3, 5, and 7 state test results will also be given out at the end of the year. The portfolio is to be returned to the school during week one of Term 3 but will be given back to the student to keep at the end of each year as a memento of their school year.

Formal interviews with the classroom teacher are held at the end of Term 2, but please feel free to make an appointment with the teacher at any time if you have concerns about your child's progress.

SUNSMART POLICY

RATIONALE

Queensland has the highest rate of skin cancer in the world. Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable. Ultraviolet radiation (UVR) levels are highest during the hours that children are at school. With this in mind, St. Teresa's School, Ravenshoe, realises the need to protect children's skin and educate them about Sunsmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

AIMS

The policy aims to:

- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection;
- provide environments that support Sunsmart practices;
- and create an awareness of the need to reschedule outdoor activities to support Sunsmart practices.

PROCEDURES

The purpose of this Sunsmart policy is to ensure that all children attending our school are protected from the harmful effects of the sun throughout the year.

OUR COMMITMENT

St. Teresa's School, Ravenshoe will:

- include the Sunsmart policy statement in the school handbook;
- incorporate education programs that focus on skin cancer prevention into the school curriculum;
- encourage all teachers and staff to act as positive role models for children in all aspects of Sunsmart behaviour;
- ensure that all students and staff wear hats;
- 'no hat, no outside play' policy to be implemented by staff.

OUR EXPECTATIONS

Parents/Carers will:

- support the school's Sunsmart policy.

Students will:

- be aware of the school's Sunsmart policy;
- take responsibility for their own health and safety by being Sunsmart;
- comply with Sunsmart rules and guidelines by wearing suitable hats;
- act as positive role models for other students in all aspects of Sunsmart behaviour;
- participate in Sunsmart education programs.

SCHOOL UNIFORM

As school uniform is important in creating school spirit and identifies the school in the wider community, it is expected that the correct uniform be worn every day. One of the values that the school is trying to reinforce in students is the importance of being neat and tidy in their dress and appearance always. With the expectation that all children are wearing the same uniform, it also avoids competition in relation to clothing, easing the burden on families that are having financial difficulties.

It is expected that all parents will support the school's requirements that full and correct uniform be worn at all times. If a student does not have the correct uniform to wear on a particular day then it is expected that a note will be sent to school to explain why the pupil is not in the correct uniform. All items of clothing should be clearly marked with the child's name.

BOYS' UNIFORM

Royal blue polo shirt, with St. Teresa's logo on front
Black school styled shorts – no basketball shorts
Dark plain sandals, black school shoes or plain black joggers;
Navy socks – above ankles
Navy hat available at the school \$10.00
In winter, dark blue or black tracksuit pants, and jumper or jacket to be worn over the school shirt

GIRLS' UNIFORM

Royal blue polo shirt, with St. Teresa's logo on front
Black skirt/skort/shorts with shirt
Navy socks - above ankles
Dark toned sandals, black school shoes or plain black joggers
Navy hat available at the school \$10.00
In winter, dark blue or black tracksuit pants, and jumper or jacket to be worn over the school shirt

SPORTS' UNIFORM

BOYS: Black shorts, royal blue polo shirt with school logo
Navy or black socks and plain black joggers
Hats are compulsory

GIRLS Black skirts, skorts or shorts, royal blue polo with school logo
Navy or black socks and plain black joggers
Hats are compulsory

OTHER: Earrings: sleepers and studs only. Chains with Religious medals or crosses are permitted.

Hair is to be clean and neatly cut, with fringes above eyebrow level. Girls and boys with hair past the collar must have their hair tied back. `Extreme` hairstyles are to be avoided. Hair ribbons are to be plain black or dark blue.

BEHAVIOUR PARTNERSHIP POLICY AND PROCEDURES DOCUMENT

At St Teresa's School we believe in a partnership approach when dealing with children's behaviour.

On enrolment you will be given our Policy and Procedures document which outlines our expectations for the students while they attend St. Teresa's. The document includes the school and class rules and consequences. Both positive and negative consequences are included.

On enrolment you will be expected to sign an agreement that you have sighted the document and are aware of the expectations of the school.

TUCKSHOP

A school tuckshop is operated each Tuesday staffed by a Convenor. Parents are requested to assist with home baking. The more helpers we have, the better the service the Tuckshop can provide. All children are asked to place their orders and money inside a paper bag, which is then placed in their class's lunch basket.

SPORT

Organised games are a regular and important part of our school curriculum and every child is encouraged and expected to participate in school sports. All students are expected to participate in our daily fitness program. We have a couple of our mothers who teach netball skills to the upper school students each Wednesday

A number of visiting development officers offer specialised programs throughout the year (eg Auskick, touch, rugby league, tennis). We encourage all students to attend these sessions as it is part of their Health and Physical Education program.

The school takes part in the Evelyn District Combined Schools Sports each year and regularly sends representatives to the Peninsula Trials in Cairns.

Many of our students are involved in local sporting clubs such as rugby, netball, little athletics and pony club.

SCHOOL FEES

School fees are fixed by Catholic Education Services and are reviewed annually.

School Tuition Fees for 2013 are:

\$301.50 per term or \$1206.00 per year for one child enrolled,
\$422.00 per term or \$1688.00 per year for two children enrolled and
\$453.00 per term or \$1812.00 per year for three children enrolled
\$454.00 per term or \$1816.00 per year for four children enrolled,
\$454.00 per term or \$1816.00 per year for 5 children enrolled.

Fees can be paid on a weekly, fortnightly, monthly, term basis or Direct Debit according to your preference. Please inform the school if you have any children attending a Catholic Secondary College within the Diocese as discounts are available.

A one off General Purpose Levy is charged each year to cover costs of art supplies, craft materials and Arts Council attendance. In 2013, this levy will be \$100.00 per child per year.

A Technology Levy of \$100 per family per year partly funds the purchase of computers in the school, associated hardware, Technical support and licence fees. There is also a Building Levy of \$120.00 per family per year which helps with St Teresa's loans ie. Capital loans and the Diocesan land acquisition loan that the school is required to pay.

A \$100.00 Maintenance Levy per year is asked from each family. This assists in the payment of materials and professional services in maintaining the school's physical facilities.

Text books used in class are purchased by the school on behalf of parents and the cost is added to the first Term fees account. Prompt payment of this charge is appreciated.

PARENTS' AND FRIENDS' ASSOCIATION

The Parents' and Friends' Association meets at 5.30pm on the third Tuesday of each month. This body works for the welfare of Saint Teresa's and seeks to improve and provide school amenities. Your interest and participation would be most welcome.

The P & F have two major fundraising activities a year. These are:-

1. The School/Parish Fete, held on the Friday evening closest to St. Patrick's Day (17th March)
2. The \$100 club held every second Friday night at the Club Hotel

For these events to be successful we need a number of volunteers, so please put these dates in your diaries so that you can help out.

USE OF MOBILE PHONES:

Whereas we do not encourage students to bring their mobile to school, we do acknowledge that it may be necessary; given any after school commitments. Students must hand their phone into the office at the commencement of the school day.

USE OF SCHOOL FACILITIES

Apart from the actual buildings and grounds, the school has an adequate range of audio / visual aids, library books, sporting equipment, etc.

It is the wish of Saint Teresa's to share these facilities with parents and other responsible members of the community, provided certain conditions are agreed to:

1. That the use of a facility does not interfere with normal use by the school.
2. That permission to use a facility be obtained prior to it being required.
3. That the individual / group using the facility agrees to meet the cost of repairs to a facility in the event of minor damage, or the cost of replacement of said facility in the event of it being irreparably damaged.

PARENTAL ASSISTANCE

Parents can give valuable assistance around the school. There are many ways in which we need your help. Frequently teachers send home a letter requesting assistance in their classroom re: arts

and crafts, sport, listening to reading, writing, etc. Through sharing these skills with the students and the staff you are able to provide a wealth of experience for the children.

Other areas where your participation can be of assistance and encouragement include:

Class and Whole School Liturgies	Activity Days
Sacramental Programs	Annual Fete
Parent / Teacher Meetings	\$100 club
Social Gatherings	Working Bees
Fundraising Activities	Sporting Carnivals
Curriculum Nights	
Other P. & F. Functions	

NEWSLETTER

These are sent out fortnightly on a Thursday, to inform you of coming events, meetings and special occasions. A newsletter is given to the eldest child in the family. Newsletters will also be published on this website.

HOMEWORK

Homework should not be seen as an onerous task but as a means to widen your child's horizons as well as develop initiative, thinking skills, judgement and proper study habits and study skills. It is meant to be a time for you to be with your child encouraging them with their learning.

Homework can consist of:-

Reading: The most important activity you can do with your child for homework is reading. This can be (a) you reading to them (b) them reading to you (c) reading together.

Children need to see the value of reading (especially when they find it difficult), so by parents as well as teachers modelling reading the children get an understanding that reading is beyond the classroom. They learn to enjoy the written word in the technological world of today.

Written work: This consists of a review of work already taught in the classroom.

Working together: Incorporating spelling, tables, facts and discussions of topics covered in the classroom.

Projects: These are sometimes given to the older children and are set a number of weeks prior to the required completion date. A detailed description of the expectations for the project will be sent home to the parents.

Parents can assist their children in the development of their learning by:

- (a) Setting a regular time and place to work.
- (b) Talking to their children about what needs to be done.
- (c) Helping students organise tasks.
- (d) Checking the accuracy of the work produced, and discussing what they have written.
- (e) Reading to their child.
- (f) Encouraging regular and wide reading.

(g) Providing positive encouragement