



St Thomas More Catholic Primary School

*With God First, We will Live, Learn & Thrive*

# Information Booklet



# 2021

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

98 -100 Cuthbert's Road, Alfredton

Postal: PO Box 230W Ballarat West 3350 Phone: 5334 2244

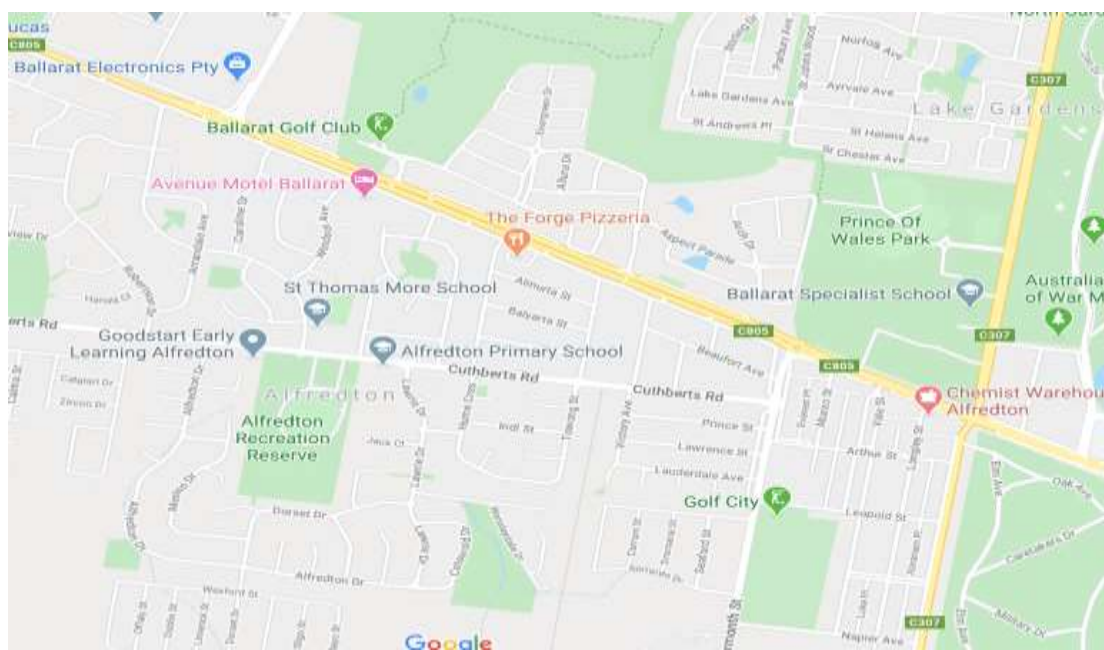
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# Contact Details

## St Thomas More Catholic Primary School, Alfredton

<b>Address</b>	98-100 Cuthbert's Rd, Alfredton
<b>Postal Address</b>	PO Box 230W Ballarat West 3350
<b>Principal</b>	Mr Simon Duffy
<b>Governing Authority</b>	Diocese of Ballarat Catholic Education Limited (DOBCEL)
<b>Telephone</b>	5334 2244
<b>Fax</b>	5334 2307
<b>Email</b>	<a href="mailto:principal@stmafredton.catholic.edu.au">principal@stmafredton.catholic.edu.au</a>
<b>Website</b>	<a href="http://www.stmafredton.catholic.edu.au">www.stmafredton.catholic.edu.au</a>
<b>Office Hours</b>	8.30am-4.30pm, Monday to Thursday 8.30am-4.00pm, Friday



## Principal's Message

I would like to welcome you to St Thomas More Catholic Primary School. We are a Foundation to Year 6 co-educational Catholic school in the St Patrick's Cathedral Parish of the Diocese of Ballarat. Our school is located on a large site in Alfredton, a suburb in the west of Ballarat. We enrol children from the local area as well as from the surrounding rural areas.

St Thomas More Catholic Primary School draws on the Gospel values to build a learning environment where children feel valued and inspired to learn. We offer a quality learning environment where each individual is supported to reach their potential, and where we live our school motto "With God First, We Will Live, Learn and Thrive."

Our dedicated staff, through their own Christian witness and professionalism, provide a caring and supportive atmosphere which respects the dignity of each child, fosters a genuine love of God, and motivates all children to be contributing members of our school and wider community.

St Thomas More Catholic Primary School works collaboratively as a 'Professional Learning Community' where the children are at the centre of all we do and the decisions we make to support learning.

As a school adopting the 'School Wide Positive Behaviour Support' strategic approach, the goals, 'Be Safe, Be Responsible, Be Respectful' permeate through each interaction, every day. We utilise a range of strategies to ensure a safe and co-operative environment. We draw on the support of the Catholic Education Office Ballarat and outside agencies to support the needs of our children.

Our core Literacy and Numeracy education delivers a sound curriculum that is focused on the needs of individual learners. A key aspect of the curriculum we offer as a Catholic Primary School is Religious Education (Awakenings-CEOB). This is foundational to who we are and is integral to school life. Our children experience a number of specialist areas including Visual Arts, Music, Library/History and Languages Other Than English-Japanese, as well as education in the technologies, humanities, science and health and physical education.

We are blessed to have an active and enthusiastic Parents and Friends Committee and a School Advisory Council, who work alongside our staff team, to support the children. We strongly encourage you to become as involved in the life of our school community as you can.

We look forward to our partnership in your child's learning journey. Thank you for considering St Thomas More Catholic Primary School for the education of your child.



Mr. Simon Duffy, Principal.

## History of Our School



*St Thomas More School (1980)*

St Thomas More Catholic Primary School is a co-educational parish (St Patrick's Cathedral) primary school situated in Alfredton, within the Ballarat Diocese.

The St Patrick's Parish Council, after much discussion and consultation with the parishioners, purchased five acres of land in Alfredton, on the corner of Cuthbert's Rd and Elaine Ave, in September 1977 as the potential site for the construction of a second parish school. Approval for government funding for the new school was obtained in October 1978 and building commenced in April 1979 and the name given to the school was St Thomas More. The school was aptly named after St Thomas More, formally Lord Chancellor of England, a great scholar and genius of friendship, the philosophy of St Thomas More School captures his ideals of learning and service.

The overall aims and nature of St Thomas More Catholic Primary School were prepared by Sr. Louise Richards I.B.V.M., who was at that stage the principal of St Joseph's Primary School, Ballarat. Our very existence today is due to the devotion of Sr. Louise, Fr. Frank Madden, Mr N. Sutherland and all the members of the Parish Education Board who spent countless hours planning a new school for the Alfredton area.

The school started in its first building stage of four classrooms, two withdrawal areas, staff area and multi-purpose area on the 5th February 1980. The school's first principal, Sr. Jacqueline McGilp I.B.V.M. and four lay staff commenced operation with a school student enrolment of ninety-four children representing a total of sixty families from the area.

Bishop Ronald Mulkearns officially opened St Thomas More School. The Bishop quoted St Thomas More: "I died the King's good servant but God's first", and went on to say that it was the aim of the new school and the catholic schooling system to produce citizens like him: "The Queen's good servants but God's first".

Today St Thomas More Catholic Primary School has an enrolment of 425 students, with seventeen classrooms, Library, Art Room, Music Room, indoor gymnasium/hall, multipurpose facilities, various withdrawal rooms/learning spaces and extensive grounds and outdoor play spaces. Our school motto resonates the message of St Thomas More:

***'With God first, we will live, learn and thrive.'***

# **ST THOMAS MORE CATHOLIC PRIMARY SCHOOL**

## **MISSION AND VISION STATEMENT**

### **OUR MISSION**

St Thomas More Catholic Primary School is a child-safe school that offers an educational foundation, which is united in faith and committed to developing the whole person to live, learn and thrive in God's love.

### **OUR VISION**

As a community of learners we will strive to:

- Achieve excellence in education in a Catholic faith community
- Nurture the spirit, mind and body of each learner
- Provide a stimulating and collaborative learning environment preparing all for lifelong learning
- Empower learners to meet the future with confidence and resilience.

# Curriculum and Learning

*Learning at St Thomas More Catholic Primary School is contextualised by our Mission and Vision and by the school motto,*

*With God first, we will live, learn and thrive.*

At St Thomas More Catholic Primary School we are a community of lifelong learners.

Our core beliefs and values are:

- **Learning is driven by one's readiness**  
Values: respect, authenticity, faith, responsibility
- **All learners can achieve success**  
Values: faith, hope, success
- **Connecting in and beyond the school is central to learning**  
Values: honesty, authenticity, collaboration
- **Learning requires stamina**  
Values: hope, responsibility, resilience, persistence, risk-taking
- **Collaboration is central to learning**  
Values: respect, honesty, responsibility, collaboration
- **Everyone's uniqueness is valued and nurtured**  
Values: respect, stewardship, ethics
- **Trusting and valued relationships are integral to learning**  
Values: respect, honesty, authenticity, collaboration

We will provide students with the opportunity to develop their own sense of mission as they work and grow towards greater independence and interdependence in a future world hopefully characterised by the Gospel values.

The curriculum at St Thomas More Catholic Primary School will reflect the prescribed content and the common achievement standards of the *Victorian Curriculum and Awakenings* (the mandated curriculum for the teaching of Religious Education in the diocese of Ballarat), Foundation to Year Six. It is supported by the Learning and Teaching, Assessment and Reporting and Key Learning Area policies. The curriculum will be underpinned and enhanced by the collective core beliefs and values we have identified as a school community about learning.

Our learning and teaching program is also enhanced by a commitment to physical activity. Students at St Thomas More Catholic Primary School have the opportunity to participate in a diverse range of sporting activities at all levels, as well as camps (Yrs 3-6) and interschool sports (Yrs 5-6). We also have a dedicated whole school swimming program run on an annual basis.

# Religious Education

*We provide opportunities for our students to recognise God's presence in their lives, in those around them and in their environment.*

At St Thomas More Catholic Primary School, Religious Education is central to the life of our school and permeates all areas of school life.

The Religious Education guidelines, 'Awakenings' (Ballarat diocese) form the foundation for our teaching. The aim of this document is to enrich and deepen the child's relationship with God, self, family, Parish and the wider community. This will lead children to develop a sense of worth and respect for themselves and others and to grow in appreciation of the world as God's creation. Children are invited to develop a prayerful relationship with God through prayer times that are incorporated into our daily routines.

## **Sacramental Program**

The Sacraments of Reconciliation, First Eucharist and Confirmation are received through the St Patrick's Cathedral Parish Sacramental Program. Children generally receive these Sacraments in Years 3 and 4. The Parish Sacramental Program is coordinated by a Parish Team, which also includes the St Thomas More Catholic Primary School Religious Education Leader. Sacramental education is supported through classroom programs from Foundation to Year 6.

For more information, please visit the Parish website:

## **School, Class and Parish Liturgies**

School Masses and Liturgies are an essential part of the life of our school and form a link to our Parish community. We come together as a school community in prayer each week. Special events are also celebrated either through the weekly Whole School Prayers or Masses.

Whole School Prayer: This is celebrated on Thursdays at 3.05pm. Please check the school newsletter for details.

Parents are warmly invited to join us at these celebrations.



## School Routines and Hours

The gates at Elaine Ave and Cuthbert's Rd will be opened at 8.30am daily. Students will make their way to the 'before school' playground area, or, in the case of inclement weather, to their classroom.

**Students should not be at school prior to 8.30am or after 3.45pm.**

Where an earlier arrival than 8.30am is unavoidable, a written request and explanation is to be forwarded to the Principal at the start of the school year.

Supervision is provided from 8.30am until 3.45pm after school. Teachers are on duty at all break times. No student is to leave the school before the bell sounds unless the classroom teacher has received a note.

If students arrive at school after 8.55am or leave school before 3.15pm, parents must enter their names and time of arrival or departure on the Student Sign In / Out iPad located at Reception.

<b>Learning Block 1</b>	<b>8.55am-11.00am</b>
<b>First Break</b>	<b>11.00am-11.30am</b>
<b>Lunch</b>	<b>11.30am-11.40am</b>
<b>Learning Block 2</b>	<b>11.40am-1.40pm</b>
<b>Second Break</b>	<b>1.40pm-2.10pm</b>
<b>Snack</b>	<b>2.10pm-2.20pm</b>
<b>Learning Block 3</b>	<b>2.20pm-3.20pm</b>
<b>End of Day Dismissal</b>	<b>3.25pm</b>

# Student Enrolment Information

St Thomas More Catholic Primary School embraces the mission of the Church by welcoming the enrolment of all students and families who share their vision and educational philosophy. Inspired and governed by the message and person of Jesus Christ, and committed to the physical, intellectual, social and spiritual development of each person. St Thomas More Catholic Primary School provides Catholic education of the highest quality for its students.

Application for enrolment is made by contacting the school office from the February of the year prior to the student starting school. The office staff will arrange a booking for an information session for the applicant with the principal. During this session prospective families can enjoy a tour of the school and will be presented with information packs about the school and enrolment process.

## **Immunisation History Statements**

When enrolling a child in primary school, parents must provide the child's **Immunisation History Statement from the Australian Immunisation Register**. This shows whether a child has been immunised against diphtheria, tetanus, polio, measles, mumps, rubella, whooping cough and haemophilus influenza type B.

Failure to provide the Immunisation History Statement could delay your child's enrolment to St. Thomas More Catholic Primary School.

## **Age**

Only children who will be five, on or before April 30th of the year they enter Foundation can be accepted.

## **Eligibility**

Enrolments will be allocated in the following order of priority:

- Siblings of children already enrolled in the school will be given priority
- Baptised children who are resident in the St Thomas More Catholic Primary School parish.
- Baptised children who do not reside in the parish but are recognised as parishioners by the governing authority.
- Baptised children of Catholic families from parishes that do not have a Catholic school.
- Baptised children of Catholic families from other parishes (for pastoral reasons).
- Children not baptised from families in the parish with one parent a who is a baptised Catholic
- Baptised children of Christian families who reside in the parish.
- Baptised children of Christian families who reside outside the parish.
- Children from a faith background other than Christian or other pastoral considerations.

**Transfer of enrolments-** When children are transferring from another school a transfer form is required. Copies of reports and record cards would also be appreciated to help the teacher assess the child and help the child settle in to school life. When the child is transferring to another school, parents will be issued with a transfer notice to be taken with them. Parents will also be asked to complete a 'Continuity of Care' transition form for their child's new school. [SEP]

Access to our Enrolment Policy may be found on our school website.

# General School Information

## Drop Off and Pick Up Procedures

To reduce traffic congestion and improve safety around the school in pick up and drop times, where possible families are encouraged to walk to school, ride/scooter to school, drop off and collect their child a short distance from the school, and only use the Elaine Ave drive-through if really needed. There are over 150 car parks within 250 metres of our school that you could use when dropping off and collecting your child. Your co-operation in adhering to these regulations will be greatly appreciated and ultimately increase the safety for all students.

**Please note that 40 km speed limit is the law around all schools at the start and end of all school days.**

### *Elaine Avenue driveway*

The following regulations have been adopted in the interest of student safety.

- Left turn only into the school driveway between 8.30 and 9am and between 3pm and 4pm. No right-hand turn into the driveway at these times.
- Cars in the driveway are limited to **one lane**, dropping off and picking up children from the footpath side only.
- “Kiss & Go”, a quick drop off is essential to keep traffic moving.
- All cars leaving the driveway are to **turn left** out of the driveway into Elaine Avenue and make their way towards the roundabout.
- No cars are to be left unattended in the school driveway between

**8.30 am - 9.15 am  
and  
3.00 pm - 4.00 pm**

## Uniforms

### Winter Uniforms

#### Girls

- School pinafore or grey tailored trousers (Surrey brand) and brown jumper
- Pale blue long or short sleeved polo and brown jumper
- Fawn tights or long fawn socks and black school shoes
- Pale blue hair ribbon.

#### Boys

- Pale blue long or short sleeved polo and brown jumper
- Long grey school trousers (Surrey brand)
- Plain grey socks and black shoes.

### Summer Uniforms

#### Girls

- Summer dress, brown jumper, plain short white socks, and black shoes.

#### Boys

- Pale blue polo, grey shorts, brown jumper, plain grey socks, and black shoes.

### Sports Uniform (Girls & Boys)

- Pale blue polo, brown tracksuit or shorts and plain white socks.
- Brown shorts are to be worn in Terms 1 & 4 and tracksuit pants in Terms 2 & 3.

### Hats

Hats must be worn to in the playground in Terms 1 and 4. No hat – no play.

#### Uniform items are available from:

**PSW** 1013 Howitt St, Wendouree  
**Crockers**, Armstrong Street North  
**Beleza P/L**, Doveton Street North

#### Tracksuits for sport are available from:

**PSW** 1013 Howitt St, Wendouree  
**Crockers**, Armstrong Street North  
Marianne Hepworth, **House of Rufcut**, Lyons St South  
**Beleza P/L**, Doveton Street North

**School bags and school hats may be purchased from the school office.**

***Please mark all uniform items clearly***

**Hair:** Hair beyond collar length must be tied back (girls & boys). Students must not have their hair coloured and are required to wear conventional haircuts only.

**Earrings:** Students may only wear sleepers or small studs.

**Nail Polish:** Students are not to wear nail polish to school.

**Tattoos:** No temporary tattoos or transfers are allowed.

**Mobile Phones:** We strongly discourage students from bringing mobile phones to school. Students are required to hand in the phone to their teacher at the beginning of the day and collect it at the end of the day. The school takes no responsibility for a mobile phone that is lost, broken or stolen. Any message that needs to be delivered to a child can be easily done so through the school office.

## **Administrative Details**

### **Accidents**

Details of serious accidents are recorded at school and, where necessary, parents are notified. The staff, when informed of an accident requiring medical attention, will act in accordance with the information supplied on the student's enrolment form. All students are covered by a student insurance policy, which can be claimed on for certain types of medical treatment.

### **Absences**

An absence note is required for all absences. This may be brought on returning to school after an absence. It is necessary to contact the school on **5334 2244**, submit absentee via school App or send a text to **0448 703262** by 9.30am if your child is to be absent, as everyone is then aware of the whereabouts of the child.

### **Assemblies**

School assemblies are held each Wednesday at 3.05pm. Families are most welcome to attend.

### **Bicycles and Scooters**

Where possible, students are encouraged to ride to and from school on their bikes or scooters. All children are required to wear helmet when riding their bikes and scooters. Throughout the school day bikes and scooters are to be stored in the bike racks.

### **Change of Enrolment Information**

It is most important that records held by the school are up-to-date. If there is a variation in address, phone or emergency contact it is essential that the school be notified. This notification can be via the [St Thomas More School](#) app or let the office staff know.

### **Digital technology**

All students have access to digital devices to assist with learning. Students in Foundation to Year 2 have access to school iPads and students from year 3 – 6 each have an individual computer which they can access throughout the day to assist with learning. All students are required to follow the acceptable usage guidelines and undertake Cybersafety training.

### **Excursions**

School camps, excursions and sleepovers are regarded as essential and important parts of the school curriculum. Before any excursion or camp, details of the program will be forwarded to parents via the Activity Locator on their PAM (Parent Access Module) account.

Parental consent is required to allow students to attend excursions and school camps. Failure to do so will exclude the student from attending.

### **Library**

At St Thomas More Catholic Primary School, we aim to promote a love and appreciation of literature. In our school library we have the capacity for students to develop important research skills and effective use of resources. Making use of this

facility engages our school community in recognising the value of reading and of our library. All students are given the opportunity and encouraged to borrow library books. Students may keep the books for up to two weeks. A reminder note will be written in the student diary if a book is overdue. All students are encouraged to have a library bag to protect the books on the way to and from school. If a book is lost, the library technician will issue a notice to parents informing them of the replacement cost of the book.

### **Lunch**

Each student is expected to bring his/her lunch in a clearly marked container. Any uneaten food is to be taken home.

We strongly encourage and promote wrapper free lunches and snacks, as students are not permitted to take wrappers into the yard.

**Students are requested not to bring nuts to school as a number of students are allergic.**

### **Lunch Orders**

We have an online canteen, QuickCliQ, available each Thursday and Friday throughout the school term. Orders close at 8.00am on the days that it is open. See the school app for more details, including menu choices.

### **School Wide Positive Behaviour Support (SWPBS)**

Supporting positive behavioural outcomes across the whole school is a focus at St Thomas More Catholic Primary School. We achieve this by having an F-6 matrix of expectations that is consistently implemented for all learning and play spaces.

Awareness of, respect and concern for others is of utmost importance at all times.

As a school community, we actively support our students to develop positive attitudes to self, others and to the school environment.

### **Support Services**

The school has access to support services through the Catholic Education Office.

Such services include Special Education, Speech Therapy and Special Education Consultants.

The school employs a School Counsellor who works part-time. Please contact your child's teacher for an appointment.

### **Visitors**

Visitors to the school are required to sign in on the iPad located at Reception and take a visitor's sticker to wear while they are in the school.

### **Volunteers**

All parents who would like to help out in the classroom, or be involved in any school activities, including the coaching of school sporting teams, are required to complete our Volunteer Induction (see our school website for further information). This will familiarise you with the protocols and expectations for volunteering at St Thomas More Catholic Primary School. You will also need to have a current Working with Children Check.

# Communication

*Parents have a fundamental right to be involved in their child's education.*

Parent/Teacher communication will be regular, and when necessary. Teachers will notify parents of any change in a child's attitude, behaviour or work patterns when such signs are obvious. Communications will be formal and informal, positive and constructive.

The fortnightly school newsletter is available online on the school's website and via the [St Thomas More School](#) app.

This is our official communication between home and school. The newsletter contains important information, dates and special events.

## School App

The school also has a [St Thomas More School](#) app which can be downloaded from the app store or by using the link on the school website.

The newsletter is added to the Newsletters Portal section of the app each fortnight. **All families are required to download this app, as this will be our means of contact in case of an emergency. The app requires regular updating in order for it to work.**

## PAM-Parent Access Module

ALL families are given access to this module and location/link with a username and password. This module is used by the school to inform parents about school activities (excursions and camps) and to obtain permission and medical information required; to book in for Parent-Teacher-Student Learning Conversations, to inform parents about first aid treatments, school attendance and to access Student Reports.

## Communication with Teachers

Each student has a school diary to be used by parents and teachers as another form of regular communication.

If you have any area of concern in regard to your child's progress, the curriculum, school procedures or incidents at school, please refer these matters to the Class Teacher or the Principal. An appointment time will be negotiated in order to give the time and attention required.

## Reporting on Student Learning

Written reports are issued online at the end of Terms 2 and 4.

Parent-Teacher Learning Conversations are held at the start of each year, and a Parent-Teacher-Student Learning Conversation is held later in the year.

Student Support Group meetings (SSGs) are held three times over the year to support the learning of Special Needs students. This is a collaborative approach between Learning Diversity Leaders, teachers and parents.



# Student Wellbeing

*Wellbeing is at the core of all we do at our school. We believe that if teachers and students have a positive sense of self, connectedness and purpose they will 'Live, Learn and Thrive'.*

At St Thomas More Catholic Primary School we enact our school motto, "With God first we will live, learn and thrive", through student led initiatives, policy and curriculum. Our students are invited, supported and encouraged to be vital partners in the school community through the following initiatives:

- Collaborating to create classroom norms/expectations
- Engaging in the Restorative Practices model for conflict resolution
- Buddy Program
- Student Leadership Group

## **Buddy Program**

Each student at St Thomas More Catholic Primary School is 'buddied' with another student from a different year level and age group.

Our Buddy Program enables all students to have a buddy that they regularly spend time with throughout the school year. This could be in the form of having lunch together, participating in organised 'buddy class' activities or sharing learning experiences. This program promotes positive relationships between cross-age groups, to the benefit of both older and younger students.

## **Student Leadership Group**

Students in Year 6 are invited to be part of a Student Leadership Group through a process of application. This group takes on many responsibilities and activities to promote the spirit of our school and support student wellbeing. This may include:

- Introducing and reinforcing school wide positive behaviours at school gatherings
- Running lunch time activities for given year levels
- Being involved in fundraising and item collection for the wider community.

## **Student Behaviour**

At St Thomas More Catholic Primary School we implement and practise School Wide Positive Behaviour Support (SWPBS) strategies. SWPBS is a broad range of systemic and individualised strategies for achieving important social and learning outcomes in schools while preventing problem behaviour. This school wide strategic approach is enhanced by the integration of the Personal and Social Capabilities curriculum (Victorian Curriculum) with the Resilience, Rights and Respectful Relationships program that is explicitly taught to our students.

St Thomas More Catholic Primary School is committed to providing a safe and caring environment that supports student growth, self-worth and wellbeing. We actively promote appropriate forms of behaviour in all areas of the school. We do not condone bullying or harassment under any circumstances.

# Child Safety

St Thomas More Catholic Primary School is a child safe school. We are committed to fulfilling the requirements of the Victorian Parliament Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015 (Vic.) which introduced into law the Victorian Child-Safe Standards, particularly those requirements needing to be in place by 1 August 2016.

The Catholic Education Commission Victoria is committed to strengthening practices for the protection of children in line with the Victorian Government Child Safety reforms. The Commitment Statement from Catholic Education Commission Victoria can be accessed on the school's website.

St Thomas More Catholic Primary School is compliant with the Child Safety requirements. All aspects are continually monitored, reviewed and evaluated to maintain the requirements in regard to awareness, understanding and organisational preventative measures, to ensure the safety of all of our students. Our staff are committed to understanding and accepting the associated policies and Code of Conduct which gives clarity and clear direction for Child Safety. Child Safety documents at our school include the following policies which are available on our website.

## Parent-School Relationships Code of Conduct

At St Thomas More Catholic Primary School we are committed to nurturing respectful relationships and active partnerships with you as parents. We believe that our students' learning journeys are enriched **through** positive and reciprocal home and school relationships. As parents, you act as one of the most influential role models in your child's life. We therefore seek your support in promoting and upholding the core values of the school community and its culture of respectful relationships. The Code of Conduct which is on our school website is intended to guide you in your dealings with staff, other parents, students and the wider school community. It articulates the school's key expectations of both staff and parents with regard to respectful relationships and behaviours. It also specifies the school's position with regard to unacceptable behaviours that breach our culture of respect.

## Complaints and Grievances Process

St Thomas More Catholic Primary School is committed to providing a safe and supportive learning environment. From time to time, students and parents can sometimes feel aggrieved about something that is happening at the school that that they believe requires attention, further investigation or change in procedures or a resolution. Our Complaints and Grievances Policy is available on our school website.

## **Being Involved in Our School Community**

### **SCHOOL ADVISORY COUNCIL**

The School Advisory Council's role in the Parish is that of a policy-making and advisory body, which includes tasks of policy development, monitoring and evaluation.

Elections for Parent Representatives on the Advisory Council are held yearly. The School Advisory Council meeting is normally conducted on the Wednesday of Week 5 of each term.

### **PARENTS AND FRIENDS' ASSOCIATION**

All parents are members of the Parents and Friends upon enrolment and are encouraged to actively participate in all P & F activities.

The Parents and Friends perform two vital roles in the school:

- a. Promotion of the school community by arranging appropriate functions where all members of the school can meet together socially.
- b. Organisation of fundraising efforts, which provide part of the funds at the local contribution level.

The Parents and Friends meet on dates to be advised on our school newsletter.

# School Fees

Three types of fees are payable by parents whose children attend St Thomas More Catholic Primary School.

## (a) **Class Fee**

2021 class fee- \$300 per child.

This meets the costs of running the classrooms for the year and is due by the end of February.

Class fee includes:

- Books and stationery used by individual children.
- Class texts, art materials, reference books for the classroom.
- School levies, which meet the cost of the library, photocopying, sports and music equipment, excursions, visiting entertainers and swimming.
- A general insurance fee to provide accident coverage for the children at school.

## (b) **School Fees**

To meet the local contribution level, the annual family fee for 2021 is set at \$1,450. The fees may be paid weekly, monthly, quarterly or yearly. Accounts are sent out each term during the school year. EFTPOS, Direct Debit and automatic Credit Card facilities are available.

Should personal circumstances require an exemption or concession for school fees, the matter can be discussed confidentially with the Parish Priest or School Principal. It is school policy to provide a Catholic education for children, irrespective of the ability or the capacity of parents to contribute school fees.

## (c) **Capital Levy**

St Thomas More Catholic Primary School charges a Capital Levy. The Capital Levy allows the school to continue to develop its building program.

The Capital Levy for 2021 is \$350 per family.

School accounts will be sent by email from the start of the 2021 school year.

### **Camps Sports and Excursion Fund (CSEF)**

The Government provides some money for parents who hold a Pensioner Health Card, Health Care Card or Health Benefit Card. Application forms are available from the school office in February of each year.

*With God First,  
We Will Live, Learn and  
Thrive*