

# Welcome to St Therese's School



## 2022

**Parent Information Booklet**

*Inspired by Christ  
We journey together  
Embracing faith, life, and learning*

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# Meet the Staff

## Executive Team

**Principal** - Mr David Adams-Jones

**Assistant Principal Strategic & Operations** – Mr Brendon Napier

**Assistant Principal Religious Education** – Ms Donna Barlow

## Office Personnel

Role	Name	Contact information
Executive Assistant to the Principal <ul style="list-style-type: none"> <li>- Human Resources</li> <li>- School Communication</li> <li>- Social Media</li> <li>- Calendar bookings</li> <li>- Events</li> </ul>	Tania Vickers	<a href="mailto:tvickers@cns.catholic.edu.au">tvickers@cns.catholic.edu.au</a> 4081 3400
Reception/Enrolment Officer <ul style="list-style-type: none"> <li>- Enrolments</li> <li>- Enrolment interviews</li> <li>- Reception</li> <li>- Fees payable</li> </ul>	Vera Skinner	<a href="mailto:vskinner@cns.catholic.edu.au">vskinner@cns.catholic.edu.au</a> 4081 3400
Reception/Enrolment Officer <ul style="list-style-type: none"> <li>- Enrolments</li> <li>- Enrolment interviews</li> <li>- Reception</li> <li>- Fees payable</li> </ul>	Corinne Johnson	<a href="mailto:ccambourn@cns.catholic.edu.au">ccambourn@cns.catholic.edu.au</a> 4081 3400
Student Services/Sick Bay <ul style="list-style-type: none"> <li>- Rolls</li> <li>- Late slips</li> <li>- Absences</li> <li>- Administration duties</li> <li>- Phone</li> <li>- Sick bay</li> </ul>	Ronelle Webb & Jess Finlay-Peach	<a href="mailto:rwebb1@cns.catholic.edu.au">rwebb1@cns.catholic.edu.au</a> <a href="mailto:jfinlaypea@cns.catholic.edu.au">jfinlaypea@cns.catholic.edu.au</a> <a href="mailto:secretary.bentleypk@cns.catholic.edu.au">secretary.bentleypk@cns.catholic.edu.au</a> 4081 3400
Accounts <ul style="list-style-type: none"> <li>- Accounts payable and receivable</li> <li>- Invoices</li> <li>- School Fees</li> </ul>	Melissa Stillman & Ronelle Webb	<a href="mailto:accounts.bentleypk@cns.catholic.edu.au">accounts.bentleypk@cns.catholic.edu.au</a> 4081 3400
WHS, Facilities and Administration <ul style="list-style-type: none"> <li>- Workplace health and safety</li> <li>- Facilities</li> <li>- Personal Assistant to Jacqueline Jackson</li> <li>- Prep Transition</li> </ul>	Karen Chester	<a href="mailto:kchester@cns.catholic.edu.au">kchester@cns.catholic.edu.au</a> 4081 3400
Administration Assistant <ul style="list-style-type: none"> <li>- Personal Assistant to Paula Burnett</li> <li>- Assemblies</li> <li>- Playground Guardians</li> <li>- Assist Student leaders</li> </ul>	Lizzie Roos	<a href="mailto:lroos@cns.catholic.edu.au">lroos@cns.catholic.edu.au</a> 4081 3400

## 2022 Teaching Staff\*

Role	Name	Contact information
Engagement Leader	Daniel Kelly	<a href="mailto:dkelly2@cns.catholic.edu.au">dkelly2@cns.catholic.edu.au</a>
Learning & Teaching Leader	Melissa Hinspeter	<a href="mailto:mhinspeter@cns.catholic.edu.au">mhinspeter@cns.catholic.edu.au</a>
Diversity Leader	Sarina Gordon	<a href="mailto:sgordon2@cns.catholic.edu.au">sgordon2@cns.catholic.edu.au</a>
Learning Support Teacher	Louise Wilson	<a href="mailto:lwilson2@cns.catholic.edu.au">lwilson2@cns.catholic.edu.au</a>
Learning Support Teacher	Sarah O'Bryan	<a href="mailto:sobyran@cns.catholic.edu.au">sobyran@cns.catholic.edu.au</a>
Graduate Mentor	Gwen Hobbs	<a href="mailto:ghobbs@cns.catholic.edu.au">ghobbs@cns.catholic.edu.au</a>
Classroom Teacher (Prep)	Emily Walden	<a href="mailto:ewalden1@cns.catholic.edu.au">ewalden1@cns.catholic.edu.au</a>
Classroom Teacher (Prep)	Iona Harris (Mon – Wed)	<a href="mailto:lharris4@cns.catholic.edu.au">lharris4@cns.catholic.edu.au</a>
Classroom Teacher (Prep)	Evelyn Duff (Thur – Fri)	<a href="mailto:eduff@cns.catholic.edu.au">eduff@cns.catholic.edu.au</a>
Classroom Teacher (Prep)	Aleesha Exarhos	<a href="mailto:eaxarhos@cns.catholic.edu">eaxarhos@cns.catholic.edu</a>
Classroom Teacher (Prep)	Jordan Cooper	<a href="mailto:jcooper1@cns.catholic.edu.au">jcooper1@cns.catholic.edu.au</a>
Classroom Teacher (Year 1)	Carly Harris	<a href="mailto:charris@cns.catholic.edu.au">charris@cns.catholic.edu.au</a>
Classroom Teacher (Year 1)	Lindsay Baker	<a href="mailto:lbaker6@cns.catholic.edu.au">lbaker6@cns.catholic.edu.au</a>
Classroom Teacher (Year 1)	Kate Tarr-Petancic	<a href="mailto:ktarrpetan@cns.catholic.edu.au">ktarrpetan@cns.catholic.edu.au</a>
Classroom Teacher (Year 1)	Isabella Raines	<a href="mailto:iraines@cns.catholic.edu.au">iraines@cns.catholic.edu.au</a>
Classroom Teacher (Year 2)	Jacinta Macri	<a href="mailto:jmacri@cns.catholic.edu.au">jmacri@cns.catholic.edu.au</a>
Classroom Teacher (Year 2)	Julia Kearins	<a href="mailto:jkearins@cns.catholic.edu.au">jkearins@cns.catholic.edu.au</a>
Classroom Teacher (Year 2)	Jo Abarca	<a href="mailto:jabarca@cns.catholic.edu.au">jabarca@cns.catholic.edu.au</a>
Classroom Teacher (Year 2)	Karen Larsen	<a href="mailto:klarsen@cns.catholic.edu.au">klarsen@cns.catholic.edu.au</a>
Classroom Teacher (Year 3)	Lourace Trebble	<a href="mailto:ltrebble@cns.catholic.edu.au">ltrebble@cns.catholic.edu.au</a>
Classroom Teacher (Year 3)	Marie Tulenew	<a href="mailto:mtulenew@cns.catholic.edu.au">mtulenew@cns.catholic.edu.au</a>
Classroom Teacher (Year 3)	Bronwyn Shore	<a href="mailto:bshore@cns.catholic.edu.au">bshore@cns.catholic.edu.au</a>
Classroom Teacher (Year 3)	Sarah Cortis	<a href="mailto:scortis1@cns.catholic.edu.au">scortis1@cns.catholic.edu.au</a>
Classroom Teacher (Year 4)	Tina De Castro	<a href="mailto:tdecastro@cns.catholic.edu.au">tdecastro@cns.catholic.edu.au</a>
Classroom Teacher (Year 4)	Claire Lenton	<a href="mailto:clenton@cns.catholic.edu.au">clenton@cns.catholic.edu.au</a>
Classroom Teacher (Year 4)	Dean McGilvray	<a href="mailto:dmcgilvray@cns.catholic.edu.au">dmcgilvray@cns.catholic.edu.au</a>
Classroom Teacher (Year 4)	Adam Halliday (Mon – Wed)	<a href="mailto:ahalliday@cns.catholic.edu.au">ahalliday@cns.catholic.edu.au</a>
Classroom Teacher (Year 4)	Jodie Williams (Thur – Fri)	<a href="mailto:jwilliams@cns.catholic.edu.au">jwilliams@cns.catholic.edu.au</a>
Classroom Teacher (Year 5)	Sophie Ryan	<a href="mailto:sryan@cns.catholic.edu.au">sryan@cns.catholic.edu.au</a>
Classroom Teacher (Year 5)	Deborah Healey	<a href="mailto:dhealey@cns.catholic.edu.au">dhealey@cns.catholic.edu.au</a>
Classroom Teacher (Year 5)	Adele Smith	<a href="mailto:asmith20@cns.catholic.edu.au">asmith20@cns.catholic.edu.au</a>
Classroom Teacher (Year 6)	Jacque Oakley	<a href="mailto:joakley@cns.catholic.edu.au">joakley@cns.catholic.edu.au</a>
Classroom Teacher (Year 6)	Barbara Dewis	<a href="mailto:bdewis@cns.catholic.edu.au">bdewis@cns.catholic.edu.au</a>
Classroom Teacher (Year 6)	Keren Tokunai	<a href="mailto:Ktokunai@cns.catholic.edu.au">Ktokunai@cns.catholic.edu.au</a>
Music	Rebecca Austin (Mon-Wed)	<a href="mailto:raustin@cns.catholic.edu.au">raustin@cns.catholic.edu.au</a>
Art	Heidi Ganley (Mon-Wed)	<a href="mailto:hganley1@cns.catholic.edu.au">hganley1@cns.catholic.edu.au</a>
LOTE	Mathew Magill (Mon-Wed)	<a href="mailto:mmagill@cns.catholic.edu.au">mmagill@cns.catholic.edu.au</a>
HPE	Jake Bosel (Mon-Fri)	<a href="mailto:jbosel@cns.catholic.edu.au">jbosel@cns.catholic.edu.au</a>
Internal Relief Teacher	Lynette Russell	<a href="mailto:lrussell@cns.catholic.edu.au">lrussell@cns.catholic.edu.au</a>

\*Teachers are subject to change

### School Learning Officers

Rhonda Redcliffe	Debra Bovey	Dean Weber
Cathy Marino	Trish Langtree	Anneliese Powell
Karen Bliss	Aimee Zadelj	Brittany Bourke
Janice Tippins	Sharon Whitchurch	Rachael Cahill
Kim Woods	Clare Ryan	Sonja Kelly
Amanda Zappala	Stefanie Seeland	Alesha Greenwood
Kim Simovic	Hannah Goyen	Zoe Bell
Angela Cibau	Elyse Tripovich	Kimberly See Kee

## Support Staff

School Counsellor	Carly Martin
Indigenous Liaison Officer	Leanne Wanders
Engagement Support School Officer	Rebecca Nash
Engagement Support School Officer	Susan Cook
Teacher Librarian (Mon-Wed)	Jodie Williams
Library Assistant	Joan Hohenhaus
Library Assistant	Natalie Gee
Library Assistant	Cathy Langley
Groundsman	Justin Worsnop
Groundsman	Gavin Woods
Tuckshop Convenor	Carmen Mellor

## Looking at 2022

### Term Dates for 2022

Term One: Tuesday 25 January – Friday 1 April (10 weeks)

Term Two: Tuesday 19 April – Friday 24 June (10 weeks)

Term Three: Monday 11 July – Friday 16 September (10 weeks)

Term Four: Tuesday 4 October – Friday 2 December (9 weeks)

### Public Holidays & Pupil Free Days for 2022

Australia Day – Wednesday 26 January

Good Friday – Friday 15 April

Anzac Day – Monday 25 April

Labour Day – Monday 2 May

CTJ Day (Pupil Free Day) – Thursday 14 July

Cairns Show Day – Friday 15 July

Queen's Birthday – Monday 3 October

### Reporting

**Term 1** – Parents invited for a parent/teacher interview to discuss student progress.

**Term 2 / Semester 1** – Comprehensive Summative Report providing feedback on academic achievement attained in the semester, behaviour and effort standards, that includes comments on work ethic, areas for future improvement and details on the learning achieved. Completed at the end of Semester 1.

**Term 3** - Parents invited for a parent/teacher interview to discuss student progress.

**Term 4 / Semester 2** - Comprehensive Summative Report providing feedback on academic achievement attained in the semester, behaviour and effort standards, that includes comments on work ethic, areas for future improvement and details on the learning achieved. Completed at the end of Semester 2.

# Communication and Engagement

St Therese's School remains committed to fostering strong communication with families regarding the growth and development of their children.

## Seesaw

Seesaw is a platform for student engagement. Teachers can empower students to create, reflect, share, and collaborate. Students "show what they know" using photos, videos, drawings, text, PDFs and links. It's simple to get student work in one place and share with families, and nothing is shared without teacher approval.

At St Therese's School, we use Seesaw as a classroom and whole school communication tool. Once enrolled at St Therese's you will be sent an invitation to connect with your child's class, then be added to the St Therese's 2021 (Group).

## Email

School wide information will be sent to parents and carers via email. This can include:

- Executive Monthly Letter
- Timetables
- Important information
- School correspondence

## Facebook

There are two Facebook pages for St Therese's School:

St Therese's School, Bentley Park

- Events
- Principal Updates
- Mr AJ's movie of the week
- Whole school information and updates
- Student achievements shared regularly

STS Community Hub (Private Group)

- Parent Engagement
- Whole school information and updates
- A place parents and staff can engage in a confidential environment
- Post items for sale, lost items, questions etc

## Parent Slips

Parent Slips is an online digital form that is ideal for any type of forms that require a parent or carer to complete. These are sent to families via their email that is recorded with their confirmation packs. Parents slips can include:

- School Excursions and camps
- Planning and preparation
- Broadcasts of information
- Sporting events
- Invitations that require an RSVP

## Website

The St Therese's School website is kept up to date with important information for our current families and prospective enrolments. On the website you can find items such as:

- Principal weekly blog
- Catholic Identity
- Enrolment Information
- Fee and Levy information
- Parent Portal entrance

## Parent Portal

The parent portal is an important communication tool between the school and family. Access is restricted to parents and guardians of students at our school and a log in is required. An account will be created for you using the email address you have provided us and the details on creating a password will be emailed at the commencement of the enrolment. Please ensure that your contact details are up to date (a separate email address is required for each parent; the system does not allow a shared email). Contact the school if you have any questions or require support.

What can be found on the Parent Portal?

- School Summative Reports
- Notify of student absence
- Update contact details
- School policy and procedures
- School related forms (eg. Direct Debit forms, instrumental music programs information, HCC tuition discount forms etc)
- Executive Monthly Letters
- St Therese's Community meeting minutes

## Routines

8:00am	Teachers on duty in the Breezeway and Hall
8:20am	First bell rings. Students make their way to their collection point
8:30am	Rolls are marked. If your students arrive after 8:30am they will require a late slip from the student services window
8:30am – 10:20am	First Session
10:20am – 10:50am	First Break – Play time
10:50am	Bell rings. Students to make their way back to their classroom
10:50am – 11:00am	Eating time at classroom
11:00am	Bell dings. Learning recommences
11:00am – 1:00pm	Middle Session
1:00pm – 1:20pm	Second Break – Play time
1:20pm	Bell rings. Students to make their way to their classroom
1:20pm – 1:30pm	Eating time at classroom
1:30pm	Bell dings. Learning recommences
1:30pm – 2:50pm	Final Session
2:50pm	Bell rings. Teacher to organise students and move them to their collection point

# General Information

## Absences

Parents are requested to report student absences by 8:30am:

Calling the school office 4081 3400

Notifying via the Parent Portal [www.stthereses.qld.edu.au](http://www.stthereses.qld.edu.au)

Email the school office [secretary.bentleypk@cns.catholic.edu.au](mailto:secretary.bentleypk@cns.catholic.edu.au)

Unexplained absences will be sent a text message to notify. Continued unexplained absences will require a meeting with the classroom teacher and Executive Team member.

## Illness and Injuries

Illness or injury at school is handled by our Student Services Administration Officer. Students are sent to the sick bay with a note from the teacher or staff on duty. If the injury is serious and student is incapacitated, the office is notified immediately, and assistance is arranged. An ambulance will be called if there is evidence of serious injury, or if the gravity of the situation is uncertain.

Students who are ill before leaving for school are advised to stay at home until they are well enough to attend. If a student presents with an illness during school hours, they will be sent to the sick bay and a parent/carer or emergency contact person will be phoned to come collect the student.

If your child requires medication or has known allergies, you will be required to complete a Medical Administration Form. All medication must be properly labelled, this includes Panadol, nurofen etc.

## Late Drop off / Early Pick Up

If your child arrives after 8:30am they will be required to go to the Student Services window to receive a late slip and be signed in. Please do not go straight to the classroom.

If you need to collect your student/s from school early, please give the school office a call to notify them prior to your arrival. Parents must go to Reception to collect their student. Parents must not collect their student from the classroom without attending Reception first and collecting an absentee slip.

## Parent Volunteers

We encourage parents, carers and family to be engaged and involved in their children/s learning. If you would like to volunteer in the classroom, you are required to complete a Parent Volunteer Booklet each school year. If you are a parent, you are not required to obtain a Blue Card. If there is a carer/Grandparent/Aunt/Uncle who would like to volunteer, they are required to obtain a Blue Card and provide this to the school.

When volunteering, all visitors must sign in and out via Reception.

## Visitors

If you are in the school grounds after school begins (8:30am) and before picking up (2:50pm), you must sign in and out via Reception. All visitors must display their sign in badge on the lanyard provided for the entirety of their visit. Anyone not displaying the badge will be asked to leave the premises.



## Car Park

The school car park located within the school grounds is available for families for drop off and pick up. Please be mindful and respectful to all staff, students and families when using that car park.

Parking can also be found behind the Church. There is a pathway leading to the school for safe walking.

Please refrain from parking in the After School Hours Care (OSHC)/Kindergarten carpark as these are designated to those facilities. These facilities are located behind the Church, next to the upper oval.

## Gates & Fences

In 2021 the school erected fences for the safety of students and security. Access gates have been placed in at the following locations:

- A Block / Lower car park gate
- 2 x Prep area gates
- Administration gate
- E Block gate
- Tramline gate

To ensure the safety of all students, these gates will be locked and unlocked at the following times:

### Drop Off

- Gates unlocked at 7:45am
- Gates locked at 8:45am

### Pick Up

- Gates unlocked at 2:45pm
- Gates locked at 3:15pm

If you require access during these times, please present to reception.

## Stop, Drop and Go

St Therese's School has two pick up locations. Parent are encouraged to use our Stop, Drop and Go facilities to alleviate traffic congestion and ensure our students are moving out of the school safely. Teachers are on duty in the pickup areas until 3:05pm.

**Front of School Stop, Drop and Go** – Located at the front of the school. This is for students in Years 1 – 3 (Prep from Term 2) with no older sibling in Years 4 – 6.

**Robert Road Pick Up** – Located behind the Church along Robert Road. This is for all students in Year 4 – 6, including students with younger sibling in Years 1 – 3.

At the beginning of each term, a form is sent out to families to complete. This is to order a sun visor name tag. This name tag must be displayed on any cars picking up students to assist staff with moving children into cars in a safe and quick manner.

## School Fees

Our school is part of an independent school system; a need to charge fees arises from the policy of governments to deliver significantly lower per capita grants to non-state schools than to Education Queensland schools. Whilst this means tuition fees and levies must be charged, it also ensures we are able to maintain some independence as a school system, thus allowing us to achieve the ideals of the Catholic Church in our school organisation.

The schedule of tuition fees is set by Catholic Education Services.

School Levies are set and reviewed annually and approved by the Parish Priest. These levies include:

- Capital Levy (Per Family)
- P & F Levy
- Resources Levy
- Resources Levy – Prep (includes texts and stationery)
- Activities/Excursion Levy

Fee invoices are sent out each term to each Account Holder. School fees are due two weeks after the date of issue. Fees can be paid on a weekly/fortnightly/monthly or term basis and the preferred method of payment is by direct debit. Other payment options available are BPay, EFTPOS and cheque. Please contact the school administration office for further details.

Discounts are offered to families where more than one child is attending Catholic schools in the Diocese of Cairns. Also available is a means-tested concession card discount. Parents/carers with a means-tested Australian government health care or pensioner concession card receive a 70% discount to tuition fees (does not apply to school levies).

Every attempt is made to make an education at St Therese's School affordable. Parents are often pleasantly surprised at the affordability of Catholic Education in the Cairns Diocese, especially when fee schedules are compared with those of other non-government schools such as private or independent schools, or capital city Catholic schools.

In keeping with Gospel values, no child will be refused a Catholic education due to genuine financial difficulties. New or existing parents who find themselves in this situation are encouraged to discuss fee concessions directly with their school principal or parish priest to apply for special consideration. This request will be treated with understanding, sensitivity, and confidentiality. It is imperative that families who are struggling financially are faithful in paying a contribution to their local school to whatever extent they can afford. It is the expectation that families with the capacity to contribute do so, so that as near to possible to full realisation of this income source can be achieved.

## After School Hours Care (OHSC)

Our Outside School Hours Care (OSHC) service provides support to families in modern times where households often have a single parent or both parents working. The service is operated as part of the Cairns Diocese Early Learning and Care ministry.

School-aged (4.6 to 13 years) care programs offer safe and productive activities during the hours outside of the school day. Recreational programs of general supervision and individual attention are provided for before and after school care and during school vacation periods.

OSHC staff complement the work done in schools by continuing to provide programs to assist all elements of each child's development. They provide an environment where children can:

- Engage in recreational activities within a setting designed specifically for school-aged children
- Socialise with their peers in a relaxed environment, with staff on hand to facilitate social skills and self-confidence
- Engage with staff and peers in quality programs developed collaboratively by the children and staff
- Attend a variety of excursions designed to stimulate, motivate and entertain

For full details, visit: <https://www.ccelc.catholic.org.au/oshcare/st-thereses-school-bentley-park/>

## Uniforms

Uniforms must be worn neatly and correctly by every student enrolled at St Therese's School. It is the responsibility of every parent, teacher and student to ensure that the school is well represented in our community. The correct wearing of the uniform demonstrates pride in the school, respect for ourselves and others.

Students are to wear their red and black school uniform Monday – Thursday and their sport coloured shirt on Friday's.

Staff monitor uniforms and are asked to ensure that students are dressed correctly before and after school and when returning from play breaks.

If a student is not dressed in the correct uniform and has not produced a note from parents, teachers will issue an out of uniform slip that will be sent home with the child.

School uniforms, including hats, school bag, library bag and home work folder, red jumper can only be purchased from LOWES at Stockland Earlville [www.lowes.com.au](http://www.lowes.com.au).

Please see the school uniform dress code which can be found on the St Therese's School website [www.stthereses.qld.edu.au](http://www.stthereses.qld.edu.au) and on the Parent Portal.

## St Therese's School Community

St Therese's School has a family STS Community (P&F) levy that is included in your termly school fees and levies. The STS Community Levy will contribute towards P&F annual affiliation fees paid on each child's behalf for a voice at the state and federal levels through Catholic School Parents Queensland and Catholic School Parents Australia. Student support activities and resources not covered by school fees, other levies or other funding sources, and Special improvement projects and capital works as agreed by the School and the P&F through the School Annual Improvement Plan.

We encourage all St Therese's parents, carers and community members to be involved and informed about our school. The STS Community meeting is held every second Wednesday of each month between 6:30pm – 7:30pm.

## Mobile Phones, Smart Watches and other personal devices

Personal phones, smart watches and other personal devices that can be used to access the internet are not encouraged to be brought to school.

Students bringing these items to school are expected to keep them in their school bag for the duration of the school day and only to access them once they are outside the school grounds.

Personal devices and items that are brought to school are at the owner's risk as we cannot be held responsible for loss, theft or damage of such items.

If parents would like to communicate changes to pick up arrangements with your child, you are asked to call the Front Office, on the school landline number 4081 3400.

## Toys at school

We encourage children to not bring personal items to school. If your child brings an item to school, it is their responsibility to look after this item. Personal items that are brought to school at the owner's risk as we cannot be held responsible for loss, theft or damage of such items.

Children may still bring the following items to use before school commences (before the 8:27am bell):

- Beyblades
- Cards

Students may also bring soccer balls, handballs and footballs to be played with during lunch times.

## Forgotten Items

If your child has forgotten an item, we ask that you bring the item to the school office to drop it off. We ask that you do not go straight to your child's class as once the school day has commenced you would be required to

# Student Support Information

## Behaviour Support

At St Therese's School we have implemented the Positive Behaviour for Learning (**PB4L**) program. **PB4L** improves the behaviour and wellbeing of children and young people. **PB4L** is a proactive method of acknowledging on track behaviours before issues arise, emphasising the importance of behaviours that are conducive to high yield learning at school. Through a systematic positive acknowledgement of desired behaviours, students are encouraged to display these behaviours more consistently across their learning experience, which improves behaviour and learning outcomes for all students.

## Reflection Room

The Reflection Room responds to student behaviour and social issues by providing an opportunity for students to unpack issues when they occur. Reflection Room provides time and support for students to tell school staff what has happened, unpack the issues that contributed to an incident and reflect on what they, or other students might be able to do next time, to prevent a repeat of the issue that had occurred. Reflection Room provides students the support they need to practice social skills, such as restorative conversations and apologies and develop social qualities such as remorse, empathy and kindness towards others.

## Learning Support

St Therese's School has a learning support team that promotes the enrichment of the learning for students with diverse learning needs and supports their abilities to function at their best in an inclusive environment. They work collaboratively with families, Catholic Education support staff, including therapists and other outside agencies.

## Student Wellbeing

At St Therese's, every individual within the school community accepts responsibility for the care of the other members. The school community is one in which:

- a) There is security, respect, discipline, tolerance and acceptance
- b) The self-esteem of each individual is nurtured
- c) Each individual is encouraged to develop self-discipline and self-motivation

## Student Counselling

The purpose of the Guidance Counsellor is to focus on student wellbeing and work collaboratively with school communities to promote and foster the development and mental health of all students.

## Policies and Procedures

All school policy and procedures can be found on the Parent Portal. These include:

- Reflection Room Expectations
- CES Student Anti-Bullying
- CES Student Management – suspension and exclusion
- CES Student and Exclusion Policy
- Grievance Procedure (Parents)
- Grievance Procedure (Students)
- Managing Classroom Behaviour

- Managing Playground Behaviour
- Minor and Major Behaviour Incidents

## Tuckshop

The St Therese's School tuckshop provides families with the convenience of morning tea and lunch five days a week. Our staff aim to provide a range of food items which are healthy and nutritious.

Orders are placed via our online service at [flexischools.com.au](https://flexischools.com.au). There, parents can register, choose from the menu and place an order through a secure online payment system.

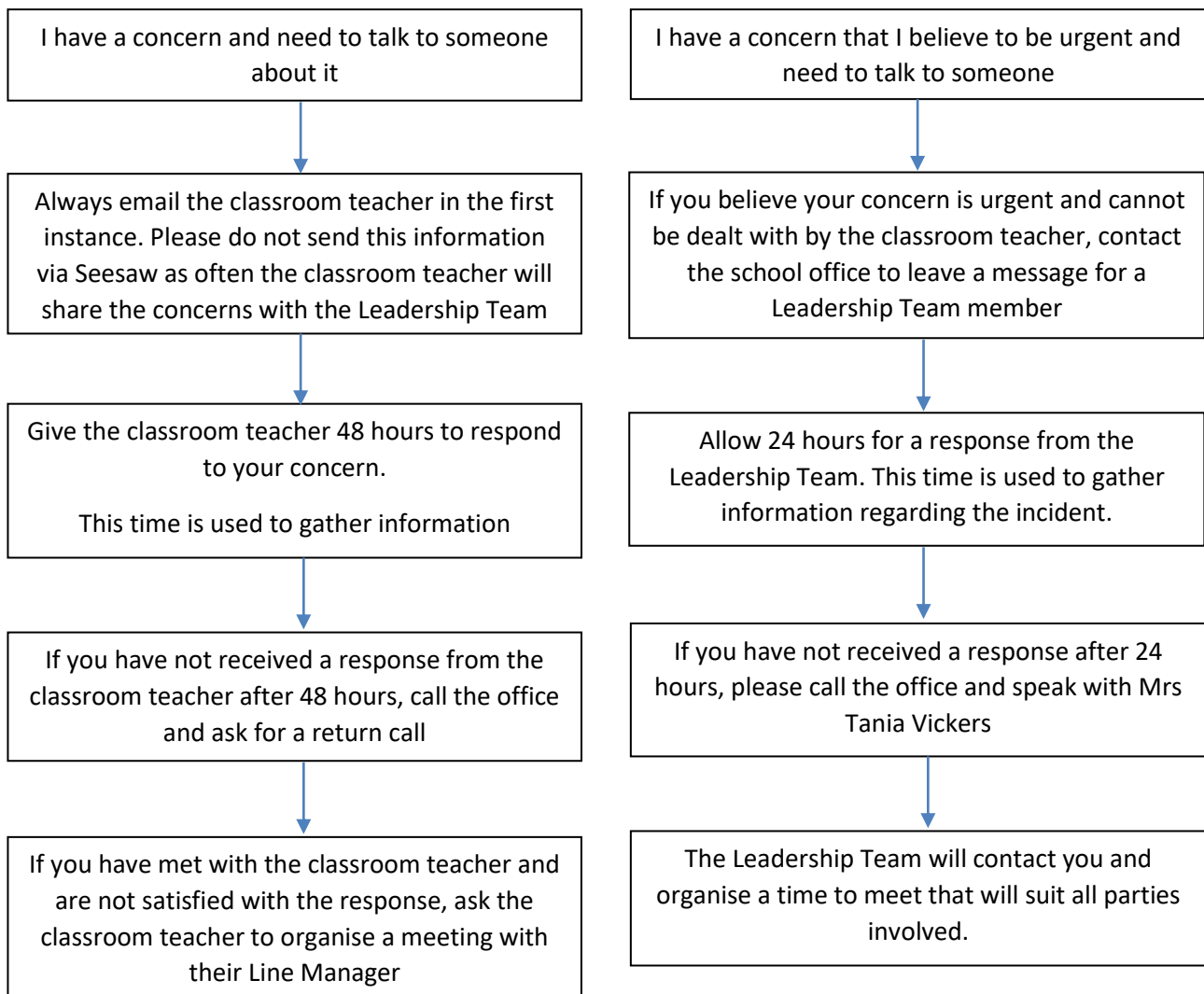
Certain additional items can be purchased over the counter at both first and second lunch (Prep students from Term 2).

The tuckshop menu can be found on the Parent Portal and school website [www.stthereses.qld.edu.au](http://www.stthereses.qld.edu.au)

## Concerns / Complaints

### What can I do if I have a concern?

#### The 'Triage System'



# Ways in which you can help your child succeed at school

- **Communicate regularly with your child's teacher** - You can solve problems if you know what they are. Regular communication is vital for a healthy and safe relationship between parents/carers and the student's teacher.
- **Encourage your child to be independent** - Students should organise their belongings as they arrive at the classroom and make sure they have all their items at the end of the day.
- **Read and talk frequently** – talk to your child about their school work. Your interest will be a great motivator. Read storybooks, factual books and rhymes. Talk about everyday items such as signs, notices, letters, catalogues, magazines, TV guides, food packaging and bills.
- **Share information about your child with their teacher** – all information shared is confidential. Information about your child helps teachers to better understand and support their students.
- **Stay informed** – Seesaw, Facebook, email, School website and Parent Portal. Ensure your details are up to date with the school.
- **Visit the classroom** – The school encourages parents to be involved in their children's learning. Parent volunteers are encouraged (please see reception to complete a Parent Volunteer booklet)
- **Support your child's learning** – practice sight words, letters and sounds, reading and support them with their homework. Help your child develop good study habits. Help them to stick to an agreed timetable.
- **Reward and praise your child** – set short term goals for your child to achieve. Provide rewards, praise and encouragement regularly
- **Report any issues/complaints directly to the school** – Do not speak negatively about the school to your child. When it comes to their education, we all need to be working from the same page. If you have a concern, talk to your classroom teacher in the first instance. If you are not satisfied with the response, make contact with the school office
- **Have high expectations and encourage ambition** – Perseverance is always rewarded. Set small goals with your child that will extend their abilities and encourage them to be successful

## What will my child learn?

At St Therese's School we follow the Australian Curriculum. Teachers use a variety of ways to ensure the learning is engaging and targeted to individual needs.

The subjects taught at St Therese's School are:

Religion

Maths

English

Science

Humanities

Technology

Music

Art

LOTE (Mandarin)

Health and Physical Education

SEL (Social and Emotional Learning)

# FAQ

## **Q. How do I volunteer in my child's classroom?**

**A.** We encourage all parents to be involved in their child's learning. If you would like to volunteer in the classroom, you are required to complete a Parent Volunteer Booklet, prior to commencing, that needs to be completed every year. Parents who would like to volunteer are not required to obtain a Blue Card. If there is a Grandparent, Aunt/Uncle or Carer who would like to volunteer, they are required to obtain a Blue Card.

## **Q. I have completed my Parent Volunteer Induction booklet. Do I just go straight to the classroom?**

**A.** No, if you are volunteering in the classroom you are required to sign in at reception in the Administration building. You must always wear the blue lanyard with a volunteer badge attached when in the school grounds. You will then need to sign out when you have finished in the classroom.

## **Q. How do I contact my child's classroom teacher?**

**A.** Seesaw is our preferred mode of contact when contacting your child's teacher. At the beginning of the year/upon enrolment, your child's classroom teacher will add your child to their Seesaw classroom and then send you a private message. This then opens up communication in the inbox so you may message your child's teacher.

You may also email your child's teacher. Email addresses can be found in the booklet on page 2, alternatively give the school office a call for your child's classroom teachers email address.

## **Q. My child forgot an item and I need to drop it off**

**A.** Please drop this to Reception in the Administration building. A student's classroom will be called for their child to come and collect the item from the student services window. Please do not go straight to the classroom.

## **Q. My child forgot their lunch/I forgot to order tuckshop**

**A.** Give the school office a call on 4081 3400. You may order tuckshop over the phone, but please note that payment will be required at the time. If you would like to drop off your child's lunch, please drop this to the reception in the Administration building. A student's classroom will be called for their child to come and collect from the student services window. Please do not go straight to the classroom.

## **Q. How do I find the information I need?**

**A.** School wide information is sent via three avenues:

- Email (Executive Monthly Letter, whole school information, updates)
- School Seesaw Account (updates, quick information)
- Facebook (Upcoming dates, updates, quick information, sporting events, outside school extracurricular activities)

Emails will be sent to the email addresses provided via confirmation forms, and only to those where 'communication' has been ticked. You may update this information at any time by contacting the school office.

## **Q. How many students may be in my child's class?**

**A.** As per the department of Education, St Therese's School follows the maximum class size targets:

- Prep – Year 2 (28 students)
- Year 3 – 6 (30 students)

Year level cohorts have 4 classes per year level, with the exception of Year 3 and 5 in 2021 with only three classes.

**Q. What behaviour support is in place?**

**A.** We have a full time Wellbeing Support Teacher who responds to the day to day needs of students and staff across the school. Whilst behaviour management is a school-wide process involving collaboration and participation from all staff and students, the Wellbeing Teacher provides real time response to critical incidents and coordinates staff response and programs that aid in behaviour management across the school.

**Q. How does my child see the student counsellor?**

**A.** If you have any concerns regarding your child's wellbeing, please speak to your child's teacher in the first instance. Your classroom teacher will determine if the student counsellor needs to be contacted and will send in a referral.

**Q. What is the schools bullying policy?**

**A.** St Therese's School has a multi-faceted evidence based bullying prevention response process. This process provides clarity on ways to identify and define bullying whilst continuously targeting bullying prevention through established systems of discouragement, acknowledgement and teaching of school-wide expectations across all school environments. You can find this document via the Parent Portal – [www.stthereses.qld.edu.au](http://www.stthereses.qld.edu.au)

**Q. I have a concern/complaint. Who do I contact?**

**A.** If you have a concern or complaint relevant to your child's class/learning, please talk to your child's teacher in the first instance. Your child's teacher will determine if this concern needs to be taken to the Executive Team for action.

If you have met with your child's teacher and do not feel that your concerns have been managed, please contact Tania Vickers ([tvickers@cns.catholic.edu.au](mailto:tvickers@cns.catholic.edu.au)) to discuss a meeting with an Executive Team member.

If your concern/complaint is relevant to the school, please contact the school office to discuss and arrange a meeting time, alternatively email your concern to Tania Vickers ([tvickers@cns.catholic.edu.au](mailto:tvickers@cns.catholic.edu.au)).

If you have a concern that you do not feel comfortable sharing with your child's teacher, please contact the office to arrange a meeting.

**Q. I need some assistance with paying my school fees. What can I do?**

**A.** Our school vision is that 'no child should be denied a Catholic Education based of their financial situation'. Sibling discounts and country area discounts apply, along with an automatic 70% fee discount for holders of government means-tested pension and health care concession cards.

New or existing families who don't have a concession card but are still having difficulty paying fees are encouraged to have a conversation with the school principal and seek special consideration. These requests are treated with respect, dignity and confidentiality.

**Q. What support is there for my child?**

**A.** St Therese's School strives to provide collaborative, supportive and engaging educational environments where all students are given the opportunities to learn and achieve to their potential.

Various forms of support are available to all students to enhance their learning and promote their physical, social, emotional and spiritual wellbeing. This includes collaboration and partnership with parents, the provision of learning support, tailored learning plans, social and emotional learning programs, extension plans for gifted and talented, counselling and access to specialist services such as psychology, speech language pathology, occupational therapy, and numeracy and literacy coaching.

If you have concerns about your child's learning, please speak to your child's teacher in the first instance.



**Q. My child has lost an item at school**

**A.** Lost and found items are located in the Staffroom to the right hand side. Students are encouraged to check there first for lost items. All items left will be taken to goodwill at the end of each term.

**Q. Will my child have school photos?**

**A.** Each year NQ Photography comes to the school to take our annual school photos. Information regarding photos will be sent out via email with a timetable attached. Information regarding photos will also be posted in 'Events' on the St Therese's School, Bentley Park Facebook page once booking is confirmed.

**Q. How do I know if there is an event coming up?**

**A.** Each year, the school puts together an annual events calendar that is emailed out to parents. This calendar is subject to changes. Events are posted on the St Therese's School, Bentley Park Facebook page under 'Events'. The school will also send out reminders and information as the event comes closer via school Seesaw account and STS Community Hub.

**Q. Where do I buy the school uniform from?**

**A.** The St Therese's School uniform can only be purchased at LOWES Earlville. This includes:

- School uniform
- Sports uniform
- Hats
- School bag
- Library bag
- Homework folder
- School red jumper

Many parents also sell second hand uniforms via the STS Community Hub Facebook page.

**Q. Are there awards given out at assembly?**

**A.** Yes, the school's SEL (Social and Emotional Learning) curriculum follows a program called Second Steps. This program teaches students how to make friends, manage their emotions, solve problems, and deal with peer pressure. The four units that are consistently taught across the year levels are:

Skills for Learning  
Empathy  
Emotion Management  
Problem Solving

Teachers will notify parents of the reward receipt prior to the assembly each week.

**Q. How do I know what class my child is in?**

**A.** This will depend on when you enrol.

If you are new or existing family enrolled before the start of the following school year, you will be sent an email in the week after Term 4 concludes. This email will contain information regarding your child's new classroom teacher and classroom. Prep students will receive an information pack regarding their staggered start.

If you are enrolling during a school year, the Principal will discuss this with you during your confirmation interview.



