



Mother Teresa School

Parent Information Booklet



Mother Teresa School

Mother Teresa is the place to be:

- Safe, happy and have fun
- welcomed and welcoming
- accepted and valued for who you are
- inspired by our common values
- in positive partnership with students, parents, teachers and the wider community
- part of an innovative and engaging learning environment
- immersed in a Catholic community as part of the Holy Spirit Parish
- environmentally responsible.

Mother Teresa School Mission Statement

Safe, happy and have fun

At Mother Teresa we:

- have school rules which state that everyone has the right to feel safe and happy
- all have a responsibility to act in a safe and friendly manner
- have a whole school focus that reminds us about personal safety and happiness including the use of 'I' statements
- celebrate birthdays, special events and mile stones in the life of the school as a community
- build a happy, fun community: BBQs, Mothers' Day, Grandparents day, Easter, Movie Night
- put a weekly joke in the newsletter
- we laugh with one another
- pay attention to the rights and responsibilities of all members of the community
- operate with a spirit of service that permeates the school
- have a Community Council that is committed to supporting the school and building a positive culture.

Welcomed and welcoming

At Mother Teresa we:

- provide a "welcome blessing" for new community members
- greet one another each day with a happy smiling face
- view parents as partners in education
- welcome children at morning assemblies and celebrate birthdays
- have a school building that is open and welcoming
- offer school tours and acknowledge visitors
- ensure there is a welcoming and happy greeting from front office staff
- encourage parent helpers
- use car park duty as an opportunity to pay special attention to children by assisting them into cars
- welcome the Parish Playgroup to use the facilities on a fortnightly basis
- welcome and greet one another as staff in a positive manner.

Accepted and valued for who you are

At Mother Teresa we:

- welcome parents and children from a variety of faith backgrounds
- support children at both ends of the spectrum
- have a mechanism for supporting families from low socio economic backgrounds
- attempt to retain low fees for parents
- support families in times of difficulty
- arrange to have parent contact officers for each class in the school
- acknowledge student achievement through principal's awards.

Inspired by our common values

At Mother Teresa we:

- come together as a whole school for liturgies on a weekly basis
- accept responsibility for our own actions or inaction
- guide our classroom teaching by the values that form part of the whole school focus
- teach explicit values that are named each fortnight and enacted during assemblies
- pray on a daily basis as members of staff
- support outreach programs that provide assistance for those less fortunate than ourselves.

In positive partnership with students, parents, teachers and the wider community

At Mother Teresa we:

- ensure children's work displays are inviting and welcoming
- view family contact as a high priority
- work together as teachers and staff to build learning experiences for children.
- establish links with the community through events such as 'shop for your school', Open Days, excursions and special events when community members are invited into Mother Teresa
- focus at the start of the school year to develop positive classroom climates where good relationships are encouraged
- give time to those children in need.

Part of an innovative and engaging learning environment

At Mother Teresa we:

- encourage the use of modern technology to enhance learning
- integrate the ELC into the life of the school.
- develop a whole school focus that engages all children.
- e-mail our newsletter to all parents.
- have a focus on sustainability.
- view learning as meaningful as it goes beyond the classroom.
- offer a curriculum that is engaging and fun for students.
- take part in liturgies and celebrations that are well planned and make people want to be a part of the celebration.
- share problems and seek out innovative solutions.

Immersed in a Catholic community as part of the Holy Spirit Parish

At Mother Teresa we:

- ensure prayer is central in all classrooms, meetings, assemblies and celebrations
- ensure our newsletter has a prayer focus for parents and links with the wider parish
- welcome Fr Mark and Fiona who are regular visitors to the school
- communicate with Principals, APs and RECs of the three parish schools on a regular basis
- advertise parish activities widely in the newsletter
- live our motto of “do small things with great love.”

Environmentally responsible

At Mother Teresa we:

- enjoy a building that has been designed to be sustainable and environmentally friendly
- recognise that all members of our community have a responsibility to care for the environment
- recycle paper and demonstrate to the children items that go to landfill and those that can be recycled
- train children and community members to act as monitors to turn off power that is not being used and to check our recycling bins
- look after the natural environment.

School Prayer



Lord God,
bless Mother Teresa School.

Bless all the people who are
part of our community.

Help us to work and play well
together, so that we can do
small things with great love.

Help us to care for each other
and the planet you have
given us.

We ask this through Jesus,
our Lord

Amen

School Information

Mother Teresa School	Address 40 Wimmera Street Harrison
Telephone 6241 5604	
Email office.mts@cg.catholic.edu.au	Website www.motherteresa.act.edu.au
Principal Mr Peter Hughes	Assistant Principal Mr Craig Hart
Religious Education Coordinator Mrs Anne Leet	ELC Director Mrs Clare Addinell
Office Manager Mrs Donna Betts	Office hours 8.45 am - 3.30 pm

Parish Information

Parish Priest

Fr Mark Croker

Telephone: 6242 9622

Pastoral Associate

Fiona Wilkinson

*Some information contained in this booklet has been colour coded to show its relevance to **ELC (blue)** or **Kinder to Year 6 (green)**. All information in black is relevant across the school.*

Mother Teresa School Age Care Services (OHSC)

Telephone: 6241 3211

Mother Teresa School Age Care is school based (Before and After School Care). Managers of the Program aim to deliver high quality care to all students attending. They work closely with families, the school and community and welcome all suggestions and feedback.

Operating Hours: 7:30 – 9:00am and 3:00 – 6:00pm

Mother Teresa School Community Council

The Council advises on the formulation of broad policy matters, assists in the setting of fees and acts to support and assist the Principal in the management of the school.

Membership of the Council includes:

- Parish Priest
- Principal
- A Parish Pastoral Council representative
- Elected parent representatives
- Two elected staff representatives

Absences

By law, teachers are required to mark attendance rolls. When a child is absent from school the parent/guardian can send an explanation using Skoolbag or a brief written note can be given directly to the teacher.

The school only needs to be notified by telephone if a child will be away for **more** than two days.

Accident Procedures

In Kinder to Year 6 accidents on the playground are attended to by the supervising teacher, who then refers students to the office for attention if needed.

Accidents in the ELC are always documented in accident/injury reports. These reports are then shown to parents for them to sign in the afternoon.

Should a student sustain a serious injury, he/she will be attended to in a professional manner, parents notified in accordance with the gravity and urgency of the situation and conveyed to hospital (if appropriate) in accordance with the permission section as completed on the application for enrolment. Where students are involved, it is preferable to err on the side of caution. We are required to contact parents for any knock to the head.

Anaphylaxis

The Anaphylaxis Policy was developed to assist with the management of those students who have a severe form of allergic reaction to certain triggers, which are life threatening if not treated immediately.

The school understands that it must take reasonable steps to promote the health of students at risk of severe allergic reactions including arranging emergency care when it is needed. The school helps by assisting the student in the avoidance of allergens and ensuring that an emergency response plan is in place for all activities.

The early recognition of the signs and symptoms may save lives by allowing the earlier administration of first aid and contact of the appropriate emergency services. In an emergency, all staff have a duty of care. Staff are to exercise common sense, which dictates that in an emergency, while they should not act beyond their capabilities and qualifications, they are expected to do what they can to take appropriate action.

The School is a “nut aware” school and parents are asked not to send nuts or nut products to school.

Animals in School

All members of the school community are asked not to bring any pets onto the school grounds at any time to ensure the health and safety of all school members. Should you walk your dog to school please tie them up behind the Administration block.

Assemblies

Students and teachers in K-6 assemble each morning on the artificial grass on the oval. Morning greetings, messages and important events in the school calendar are promoted and, as needed, school rules are reinforced.

School assemblies or Prayer assemblies are held regularly each week when birthdays and other achievements are celebrated. Parents are welcome to attend all assemblies.

Bicycles

Bicycles ridden to school are to be walked in the school grounds and secured in the canteen courtyard. Students must wear a helmet when riding.

Birthdays

Students' birthdays are celebrated at assemblies. If they occur during the school holidays they are celebrated before or after the holidays. No cakes are to be brought in due to allergies.

Contact Details

In the interests of your child please ensure that the school has continuously up-to-date information about:

- your address
- your phone contacts - home, work and at least one emergency contact
- medication to be taken by your child. The school requires written permission to administer any medication to a student.

Counsellor

A Catholicare counsellor is available to members of the school community. If a teacher believes that a student should see the counsellor this can be arranged through the Principal. The counsellor must have the permission of the parents before she can see the student. Currently the counsellor is at the school each Monday.

Expectations of the School

Students are expected to be clean, neat and tidy in their appearance.

- Correct uniform is to be worn to and from school.
- All items of clothing and personal belongings should be clearly marked with the student's name.
- Students are to be on time for school and classes at all times, heeding the bell so as to be in the right place at the right time.
- Children cannot be dropped at school early or picked up late unless they are booked into before or after school care as we must maintain correct child/staff ratios.
- Parents must sign their child into the ELC every morning and sign their child out every afternoon.
- Students are to remain in the grounds from arrival at school until dismissal, unless they have a written request from their parent and such a request has been signed by the Principal or his/her delegate.
- School hats are to be worn when outside. The "no hat, play in the shade" policy is strictly enforced during terms 1 and 4.

- It is important that parents help their students apply sunscreen before coming to school, and provide them with the skills needed to reapply sunscreen as necessary. The school provides sunscreen for children to reapply during the day.
- Students to be picked up from the school during school hours may be:
 - collected from the front foyer of the school – parents need to sign at the office when collecting the child.
 - Signed out after notifying the teacher or ELC Director
- Students require a written note when they have been absent from school. This note is to be given to the class teacher.
- Long/shoulder length hair must be tied back using ribbon/bands in school colours only.
- No jewellery is permitted other than a watch or one stud type earring in either/both ears.

Fruit Boost

At 10am each day students have 'fruit Boost'. Students are encouraged to bring in only fresh fruit, dried sultanas or apricots or cut up vegetable sticks. No processed or tinned foods allowed.

We ask each child to bring a piece of fruit or vegetable to school. This is then cut up by staff and the children to share together.

Health Issues

Parents are requested to advise the Principal/ELC Director of any major health problem that a student may have, e.g. asthma, special allergy, diabetes, etc so that both the teaching staff and the first aid officers may be made aware of it.

Sickness is a frequent and often unpredictable occurrence among students. Whilst most illnesses are mild and occasionally require a day or two away from school, some illnesses can be quite serious and sufferers must be excluded from school for a fixed period of time.

For a guide to the time which the student should have away from school should an illness occur please refer to ACT Health "***Periods of Exclusion from School for Children with Infectious Conditions***" found on their website or in the "ACT Immunisation Requirements" booklet, or contact the school.

Interviews

At all times please feel free to make an appointment to talk to your child's teacher regarding his/her progress. Open lines of communication assist both parents and teachers and ultimately benefit the child. Quite often a word from parents can help teachers to understand marked changes in behaviour and attitude.

Interviews with class teachers may be arranged before or after school hours, by writing a note to the teacher or by phoning the school secretary. The Principal and ELC Director are available for interview by appointment. Parents can be assured of the principal's interest in any aspect of school life that is of concern.

Learning Support

In order to cater for the learning styles and needs of each student, the Learning Support Team provides extra assistance in literacy and numeracy where needed.

Limited Access

From time to time, and for a variety of reasons, there are students to whom limited access, court orders etc. apply.

It is the obligation of the parent/s to bring such orders etc. to the attention of the Principal/ELC Director, and also to keep the Principal/ELC Director updated on any changes that may be made.

Medication

Medication must be administered by the First Aid Officer or designated staff member. No medication will be administered without written authorisation from the Parent/Guardian. **The Request to Dispense Medication form must be completed and is available from the Front Office. All medication must be kept in the front office and not in bags or the classroom.**

Variations to this procedure must have approval from the Principal. Students should present medication to the Front Office at the start of the school day. All medication dispensed must be recorded in the Medication Register.

The Request to Dispense Medication form must be completed. All medication must be kept in the Kitchen and not in bags or the classroom.

Parents should present medication to a staff member at the start of the school day. All medication dispensed must be recorded in the Medication Register.

Parents and the School

At Mother Teresa the community is based on partnerships, which aim to provide the best possible outcomes for students. Parents are encouraged to visit classrooms to work with students. On the way they must sign in at the Front Office. They may assist with classroom programs, excursions, camps, working bees and more formally through the Parents, School Community Council.

Parking

Parents are asked to refrain from parking in set down zone at the front of the ELC, it is a **No Parking Zone**. This practice is designed to assist in ensuring the safety of all students.

Parents and teachers will share the car park, which is located at the front of the school. Everyone is urged to drive carefully and slowly. They should park cars and escort students to or from the **quad** or **classroom**. Students are not to cross the carpark alone.

Additional parking is available on the basketball court of a morning and afternoon. This is not intended to be long stay parking as the courts are used for Physical Education lessons. These gates are closed at 9:20am and re-open at 2:40pm approx.

Prohibited Employment Declarations for Volunteers

All staff and volunteers who work with students are required to complete a declaration indicating that they are not legally prohibited from working with students. Parents are to complete this form if they wish to help in the classroom or on excursions. Forms are available from the Front Office or ELC Director.

Sign In/Out Book

Students who leave the school during the day for any reason are required to be signed out by their parents / designated adult at the Front Office. Students who arrive during the school day after assembly are also required to be signed in and to receive a late slip, which is presented to the class teacher.

Each class has a sign in/out book. Students must be signed both in and out each time they arrive and leave school.

School Hours

Primary

8.15 am	Duty begins
8.45 am	Bell rings for line up
10.00 am	(Fruit Boost)
11.00 am	Lunch time
11.55 am	Class time
1.25 pm	Recess
1.55 pm	Class time
3.00pm	Dismissal

ELC

8.55am	School Program commences
2.55pm	Dismissal for all students

School Rules

The rules of the school have been kept as simple as possible. It is the duty of each teacher to know these rules and to ensure that all the students observe them. Mother Teresa School rules reflect a balance between the rights and corresponding responsibilities of each person and are designed to promote the well-being and safety of everyone.

We recognise that self-discipline is a lifelong goal and that each student is at a different stage of development. However we anticipate that each student will:

- learn to accept responsibility and display initiative
- show respect for persons and property and the environment
- cooperate and care for one another

A high standard of behaviour is expected of our students at all times, both inside and outside of school.

Supervision

Supervision by a member of the teaching staff begins each morning at 8.15am for primary students in the central courtyard. Students should not be at school prior to this time unless arrangements have been made with OHSC. Morning and afternoon breaks are supervised, as is the final duty of the day from 3.00pm—3.20pm. Outside these times parents requiring childcare for their students need to make arrangements with OHSC.

Students who are waiting for parents after school must be collected from the central courtyard. Supervision of these students is provided until 3.20pm. No child is to be asked to wait outside the central courtyard or in the Bus Bay. Parents arriving late need to collect their child from the front office.

Uniforms

The correct uniform for the students is listed and can also be found on the school website. Teachers will encourage and promote the wearing of correct uniform by the students in their class.

ELC

- All students are required to wear the Mother Teresa Royal blue Polo top and Royal Blue bucket hat
- Some families choose to buy the primary school jumper, school bag and school pants. This is optional for all children in the ELC.
- Please remember the clothes the children wear need to be easy for the children to be able to use the toilet independently. Belts are often difficult for children to undo in a hurry.
- The staff would also appreciate it if shoes were Velcro rather than laces if possible.
- Clothes also need to be practical for children to climb and play in. At school your child will be offered a variety of activities. Some of these activities may involve getting dirty or wet. So please don't send them in their best clothes. Also children need to bring a spare change of clothes in their bag everyday. This is important if children have not only a toileting accident but also become wet or dirty from play.

School Uniforms

Girls

Summer

Catholic school summer dress **OR**
Polo shirt with MT logo and navy blue shorts
Black school shoes
White socks
Polo fleece with embroidered MT logo
Bucket hat

Sports Uniform - Summer

White polo shirt with MT logo
Royal Blue sports shorts or skorts
White socks
Joggers
Bucket hat
Polo fleece with embroidered MT logo

Boys

Summer

Polo shirt with MT logo
Navy blue school shorts
Black school shoes
White socks
Polo fleece with embroidered MT logo
Bucket hat

Sports Uniform

White polo shirt with MT logo
Royal blue sports shorts
White socks
Joggers
Bucket hat
Polo fleece with embroidered MT logo

Girls

Winter

Catholic school winter tunic or navy trousers with pale blue shirt or skivvy
Black school shoes
Polo fleece with embroidered MT logo
Bucket hat/navy beanie

Sports Uniform - Winter

White polo shirt with MT logo
Tracksuit - navy
Joggers
Bucket hat/navy beanie

Boys

Winter

Pale Blue Polo shirt/skivvy
Navy blue school pants
Black school shoes
Polo fleece with embroidered MT logo
Bucket hat/navy beanie

Sports Uniform - Winter

White polo shirt with MT logo
Tracksuit - navy
Joggers
Bucket hat/navy beanie

No jewellery is permitted other than a watch or one stud type earring in either/both ears.

Students with hair longer than shoulder length must have it tied back.

Uniform Supplies

All new uniforms may be purchased through Savvy Schoolwear in **Mitchell, 6162 1032.**

Wet Weather

On wet weather days students are kept inside the school. Before school students are directed to the hall where the teacher on duty supervises them. They may talk to their friends but movement must be kept to a minimum.

At the conclusion of the school day all students will be walked to the covered area outside the hall, where their parents collect them or the rostered teachers take them to the car line, crossing or the school buses.

***Please be assured that your child will thrive
in the safe, happy learning environment
of Mother Teresa School.***

