

Mother Teresa  
Catholic Primary School  
Mount Ridley



Information Booklet  
2022

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Welcome to Mother Teresa Catholic Primary School.

This booklet will assist you in getting to know our school and all that it offers.

As the Principal of Mother Teresa Catholic Primary School, Mt Ridley I look forward with excitement to the ongoing development of our learning community. Our school provides a wonderful opportunity for you to be involved in a Catholic learning community of the 21<sup>st</sup> Century.

As a community of inquiry and a culture of thinking, learners are empowered to seek understandings about our world through Faith and Life Inquiry. Our Catholic Dialogue school explores the Catholic faith for the 21<sup>st</sup> century assisting children to consider and articulate their faith understandings within a culturally enriched and religiously diverse society. The Catholic faith is central to our learning and is explored in dialogue with other religious faiths and non faith positions.

Learners are supported as they develop and learn to be; researchers, collaborators, communicators, self-managers and thinkers. Through engaging in flexible learning spaces, and with digital technologies our Foundation to Year 6 approach equips learners for lifelong learning.

Our vision is to continue to develop a modern, contemporary and innovative approach to learning that is purposeful and relevant to the lives of children and families today. It is our dream to become a vibrant Catholic learning community that fosters reflective thinking and learning and displays this through authentic actions within the school and the wider community.

The fact that the school bears the name of one of the worlds most well known saints of our time, St Teresa of Calcutta, challenges us to to consider what faith actions look like today. In keeping with our patron, Mother Teresa, we are called through the person of Jesus to be compassionate and understanding, extending assistance to all.

Please feel welcome to discuss with me any information in this booklet or any questions you have about our learning community.

Christopher Reed  
Principal

# Our Vision

*We believe Mother Teresa Catholic Primary School is a place where:*

We will embrace the values for which Mother Teresa herself was so famous:

- Caring and supporting every person, no matter who they are,
- Giving kindness and compassion at all times,
- Teaching and nurturing the Catholic faith through dialogue,
- Emphasizing strong moral and ethical values and personal discipline.



We will live out these values through:

- Excellence in all that we do,
- Developing a modern, contemporary and innovative approach to learning,
- A commitment to personalised learning, allowing every child to learn and develop in a manner and at a pace best suited to them,



- An environment that both challenges and supports each individual child,
- An environment that encourages open dialogue about various faith positions with the Catholic faith as the central dialogue partner.

# ***Learning and Teaching***

At Mother Teresa Catholic Primary School we have a deep commitment to nurturing children in the Catholic faith within our contemporary world.

## ***Religious Education – Faith and Life Inquiry***

Sending your child to Mother Teresa Catholic Primary School indicates a commitment to his/her continuing development and exploration of faith. Mother Teresa Catholic Primary School identifies itself as a Catholic Dialogue School, that is a Catholic school in the midst of a culturally enriched and religiously diverse society, seeking to explore faith understandings for today. Children engage in many learning opportunities that provide dialogue about various faith positions, with the Catholic faith as the central and preferential dialogue partner.

Religious education and the development of faith involves a partnership between parents, the school and the parish. Parents are invited and encouraged to dialogue with their child about the learning that takes place at school and to provide their child with opportunities to share their ideas. Whilst many aspects of the Catholic faith are taught and celebrated in the school as part of our daily life, participation in the life of Our Lady's Parish further enhances faith development and a connectedness to both the local and wider church community.

## ***Sacramental Preparation and Celebration***

At Mother Teresa Catholic Primary School preparation for the celebration of the sacraments has a Prep to Six focus. Each learner is involved in inquiries, which explore the seven sacraments:

The sacraments of initiation: Baptism, Confirmation and Eucharist

The sacraments of healing: Reconciliation and Anointing of the sick, and

The sacraments of service: Marriage and Holy Orders

Children in Year 3 are invited to celebrate the sacrament of Reconciliation. Preparation for this sacrament takes place in both the school and the parish. Parents are required to participate in a school parent / child workshop. During this time of preparation our whole school will explore the sacrament of Reconciliation and its relevance in our lives and the life of the church. The celebration of the sacrament for the first time takes place at a number of 2<sup>nd</sup> rite celebrations in Term one.

Year 4 children are invited to celebrate the sacrament of Eucharist. Again preparations take place in the school and parish. This involves participation in a parent / child workshop and Sunday Parish Mass. The Eucharist celebrations take place in June.

Confirmation is celebrated in Year 6 and preparation involves participation in the school based program as well as participation in a parent / child workshop, and attendance at Sunday Parish Mass to present your child as a candidate for the sacrament. Participation in the life of the parish through weekly attendance at Sunday Parish Mass is strongly encouraged as children develop a greater understanding of the commitment to faith they are making. The Confirmation celebration takes place in August.

### ***Victorian Curriculum***

Mother Teresa Catholic Primary School offers a comprehensive curriculum in line with the Victorian Curriculum.

School Curriculum planning follows these core documents which have been undated and available at:

<http://victoriancurriculum.vcaa.vic.edu.au>

The Victorian Curriculum Foundation–10 (F–10) sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum is set out identifying Learning Areas and Capabilities.

## Learning Areas

## Capabilities

### The Arts

Creative and Critical Thinking

- Dance
- Drama
- Media Arts
- Music
- Visual Arts
- Visual Communication
- Design

Ethical

Intercultural

Personal and Social

### English

### Health and Physical Education

### The Humanities

- Civics and Citizenship
- Economics and Business
- Geography
- History

### Languages

### Mathematics

### Sciences

### Technologies

- Design and Technologies
- Digital Technologies

### Cross – Curriculum Priorities

- Learning about Aboriginal and Torres Strait Islanders histories and cultures
- Learning about Asia and Australia's engagement with Asia
- Learning about Sustainability

Our Catholic Learning Community includes the key learning area of Religious Education, which is not outlined in the Victorian Curriculum.

At Mother Teresa Catholic Primary School our learning and teaching stems from the core document of the Victorian Curriculum and Religious Education Documents and is implemented through an inquiry-based approach to learning. Our Inquiry-based approach ensures the connection of Learning Areas and Capabilities so that learning is seen and experienced in a holistic way. As Culture of Thinking and a Community of Inquiry the process of learning and the attainment of a tool kit of learning assets such as being a collaborator; self –manager; communicator; thinker; and researcher are key to 21<sup>st</sup> century learners as are the learning dispositions such as being curious, courageous, open-minded, persistent, resilient, responsible, reflective, empathetic, compassionate, reliable, confident, responsive, respectful and resourceful.

### ***A Learning Space that inspires creative, productive and efficient learning***

Mother Teresa Catholic Primary School is designed to maximise our children's learning development and contributes to an optimum educational environment.

Children engage in learning within flexible learning spaces. The children are grouped in multi-age groups Years F/1/2, Year 3/ 4 and Years 5 /6 and are also engaged in learning tasks Year F - 6.



Access to contemporary tools and resources enhance learning opportunities. A commitment to personalised learning allows every child the opportunity to learn and develop in a manner and pace best suited to them.



## *Multi-age*

Think for a moment about your friends. Most likely, they are people older and younger than you, whom you rely on for advice, guidance, inspiration, and support.

Friendships span a wide range of ages. The guiding principle behind the multi-age learning spaces is not so different. When there is so much to be learned from a diversity of individuals why restrict children to groupings of peers their own age? Multi-age groups have children of different ages intentionally grouped to maximise learning.

Advocates of the multi-age philosophy believe that multi-aging is the most effective class organisational structure for teachers to meet the individual needs of children, creating individual learning pathways. Multi-age learning spaces differ from composite or combination classes where students in each grade study a different curriculum.

The use of developmentally appropriate practices is essential to the success of a multi-age learning studio. Developmentally appropriate practices ensure every child is learning at his or her own rate. It involves focusing on children as individuals who are continually growing and developing on a continuum of learning.

# *What are the advantages of multi-aging?*

## *Advantages for children:*

- ❖ Multi-age groupings reflect the values and beliefs, which are important in society, including cooperation, tolerance and support.
- ❖ Multi-age groupings model family life where children have opportunities to learn from others of different ages.
- ❖ Children learn by modelling others. Nothing is more interesting to a child than another child who has the skills that he or she wants to acquire.
- ❖ Children are less competitive in a multi-age learning spaces; the atmosphere is cooperative and collaborative.
- ❖ Multi-age learning spaces create an environment that enables children to be respected for their individuality.
- ❖ Multi-age learning spaces provide older children with the opportunity to develop responsibility, independence and nurturing skills.
- ❖ In multi-age learning spaces children are encouraged to learn at their own pace.
- ❖ Multi-age learning spaces enable children to spend several years with the one teacher giving them a sense of continuity.

## *Advantages for teachers:*

- ❖ The additional time to facilitate learning with the same group of children allows the teacher to maximise each child's learning and to establish a relationship with each child.

- ❖ Multi-age settings encourage teachers to focus on the individual, and to meet each child's individual needs
- ❖ Opportunities for extension of children beyond the traditional year expectations.

### *Advantages for Parents:*

- ❖ Children settle quickly into school.
- ❖ The nature of group learning in a multi-age learning spaces provides opportunities for parents to readily participate in learning space tasks.
- ❖ The effects of multi-age education are overwhelmingly positive. Research has shown that children who learn in multi-age environments have more positive attitudes towards school and better social skills than children in traditional graded systems (Saqlain, 2015).



# *Communication and Reporting about Learning and Teaching*

At Mother Teresa Catholic Primary school we believe that as a professional learning community the involvement and participation by all within the community is essential to bring about the best possible learning outcomes.

Reporting is the sharing of information about students' learning - academically, physically, socially, emotionally and spiritually. The focus of our reporting is to communicate the learning and teaching that occurs at Mother Teresa Catholic Primary School so that children, teachers and parents can work together to improve student learning outcomes and achieve individual learning goals and standards. Our children gain encouragement, motivation and pride from sharing their learning with their families.

## **How we report:**

In keeping with the reporting compliance of the Australian Government our written reports are formulated under the Learning Areas of Victorian Curriculum. These reports currently contain an A – E rating and provide comments related to what the child has achieved, areas for future learning or improvement, what the school will do to assist in future learning and what parents can do at home to assist with future learning. A scale related to effort is also included as well as the number of late arrivals, early dismissals and day's absence.

## **Child/Parent/Teacher Conversations**

A Child/Parent / Teacher conversation is held in term 1. The purpose of this is for the child, parents to tell the teacher about their strengths, needs etc. At this chat the child, parents and teacher will dialogue about goals for the term. This is to encourage personalized learning and each child's learning pathway. At the end of term 2 the child, parent and teacher interview takes place.

## **Written report - mid year and end of the year**

Written reports are sent home twice yearly at mid year and the end of the year. These reports are in accordance with Australian Government compliance requirements for non – government schools.

## **Faith and Life Inquiry learning documentations once a term**

Throughout each term the Faith and Life Inquiry portfolios are sent home with the children in order to provide time and opportunity for children and parents to dialogue about the learning. The Faith and Life Inquiry Portfolio contains student learning documentation related to the concepts being covered including compelling questions and understandings. It is reflective of the Faith and Life inquiry being pursued and enables the children to share with their parents the inquiry and learning connected to this. In particular this student documentation includes religious learning and the dialogue that has occurred. Sharing this with parents promotes further dialogue about religious beliefs and understandings.

## **Program Support Group Meetings (PSG)**

Program Support Group meetings, between parents and the school occur when it is necessary to discuss a specific issue related to student progress. These meetings determine actions required which are documented for ongoing review.

## **Integration Support Group Meetings (ISG)**

Integration Support Group Meetings, between parents and the school can be scheduled anytime however they will occur at least once a term to discuss student progress in relation to the Personalized Learning Plan (PLP) developed, as part of the student's learning needs and the Literacy, Numeracy and Special Learning Needs (Students with Disabilities) Australian Government funding requirements. The PLP is evaluated and adjusted accordingly at these meetings. Student Services personnel from the Catholic Education Office, Melbourne attend these meetings as required.

## **Information sessions**

Curriculum Information sessions are held each year. An information session for new enrolments for the following year takes place in term 2 each year.

## **Sacramental Parent / Child Information nights**

Parent/child information nights occur for families who have children receiving the Sacraments of Reconciliation, Eucharist and Confirmation for the first time.

## **Learning documentation**

Our learning documentation described as the second teacher provides opportunities for parents to view children's learning related to a particular inquiry and our professional learning community's beliefs and understandings about the learning process.

## **Weekly School Newsletter**

The newsletter is distributed via our webpage, email and the Skoolbag App to families each Monday. Its purpose is to keep parents informed of coming events, changes in school routine and what is happening in the learning spaces.

## **Mother Teresa Catholic Primary School Website**

Information related to the school can be found on the school website [www.motherteresa.catholic.edu.au](http://www.motherteresa.catholic.edu.au)

## **Our Lady's Parish Website**

Information related to the happenings in our parish can be found on the parish website. [www.our-ladys.org](http://www.our-ladys.org)

## **National Assessment Plan – Literacy and Numeracy (NAPLAN)**

Children in Years 3 and 5 participate in the National Assessment Plan – Literacy and Numeracy (NAPLAN) tests. Results are forwarded to parents. Review of these results takes place as part of our professional learning community's development, implementation and evaluation of learning and teaching.

## Open Afternoon /Special Occasions

Open afternoons are provided for parents to share in the learning opportunities related to chosen Faith and Life Inquiries and events such as National Tree Planting Day, National Sorry Day and ANZAC day and Remembrance Day ceremonies.



# *Parental Involvement*

Parents are the first educators of their children and as such are key to the success of our professional learning community. There are many ways that parents can and are invited to participate in the life of our school.

Within the learning spaces parents are invited to assist teachers in the learning and teaching that takes place. Unfortunately toddlers cannot be accommodated in these sessions. Parents wishing to participate in learning this way are required to have a Working with Children Check and support our school's child safe policies.

Parents are invited and encouraged to attend school prayer and open days or afternoons. Participation in whole school celebrations is always welcomed.

If you would like to be involved in the Parents and Friends please look out for expressions of interest for participation in these through the newsletter. Perhaps you have particular talents or contacts that you wish to share in order to build up our professional learning community. If this is the case please let us know. As a contemporary professional learning community we are eager to build learning relationships with people within and beyond our school.

## *Daily routine*

8.30am	School supervision begins
8.50am	Learning begins
11.00am - 11.25am	Recess
1.30pm - 2.25pm	Lunch
3.30pm	Dismissal

### **Absences**

It is expected that all children attend school regularly. It is not okay to be away. Absences from school can have a significant impact on learning. Sick children should not be sent to school, but kept at home until well.

The school must be contacted regarding an absence by 9am on the day of the absence. This contact can be via Skoolbag App or a phone call to the school explaining the reason for the absence. Families taking holidays outside the school holidays are required to write a letter to the principal requesting an excuse for the absence.

### **Early Release**

Children are expected to be at school from 8.50am – 3.30pm Monday to Friday. Absences from school and ongoing early pick ups can effect children's learning and connection to peers. Where possible appointments should be arranged outside of school hours. Children will not be released to a person other than their parents/or legal guardian unless the school reception and learning space teacher have

prior notification. If you wish to collect your child early, you must collect an “Early Release form” from reception.

### **Money sent to school**

All money sent to school must be in an envelope marked with the child’s name and learning space, amount enclosed and its purpose.

## ***Wellbeing***

The social, emotional, moral, spiritual and physical wellbeing of our students, is pivotal to their success at school and in their life in the future. Students who are socially and emotionally healthy are able to deal positively with life’s challenges, and are well placed to develop into well-balanced and successful young adults.

### **Child Safety**

At Mother Teresa Catholic Primary School we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel ([CECV Commitment Statement to Child Safety](#)).

The following principles underpin our commitment to child safety at Mother Teresa Catholic Primary School:

- All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect.

- Our learning community works in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection.
- All students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers.
- All adults in our school, including teaching and non-teaching staff, clergy, volunteers, and contractors, have a responsibility to care for children and young people, to positively promote their wellbeing and to protect them from any kind of harm or abuse.
- The policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and children and young people.
- Policies and practices demonstrate compliance with legislative requirements and cooperation with the Church, governments, the police and human services agencies.
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- Staff, clergy, volunteers, contractors, parents and students should feel free to raise concerns about child safety, knowing these will be taken seriously by school leadership.

- Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either legally or pastorally.

Our learning community's child safety policy and code of conduct can be accessed via the web link <http://www.motherteresa.catholic.edu.au/student-wellbeing/439/p/child-safe>

## **Behaviour Code**

It is expected that all children are responsible for their behaviour. Rather than rules we have agreed ways of behaviour based on our school values:

- Let others learn and play without interference
- Listen to others and speak to others politely
- Respect the rights, dignity and worth of all members of our community
- Learn to play with others cooperatively and safely
- Respect and take care of our school

Each learning space develops their own behaviour agreed ways in keeping with the whole school behaviour code. Corporal punishment is not permitted at Mother Teresa Catholic Primary School.

# ***Positive Relationships Anti – Bullying Policy***

## **Definition:**

Bullying is a repeated intentional intimidation, over time of another person, physically, verbally or psychologically, by a person or group of persons.

At Mother Teresa Catholic Primary School we believe bullying to be an unacceptable part of a school culture. We believe that everyone in the school community deserves to be treated fairly and with respect by their peers and teachers.

It is our aim to:

- reinforce that bullying is unacceptable
- raise awareness of the possibility of bullying
- encourage reporting of bullying
- follow up all incidents of bullying with support given
- restore all relationships with respect
- empower the “onlookers” of the incident to be proactive in seeking help
- seek school community support and co-operation for our positive relationships policy at Mother Teresa Catholic Primary School

## **First Aid**

If a child attends the sick bay for a minor injury a note will be forwarded to parents informing them of the injury and first aid treatment that they received. If a child is unwell or has been hurt parents will be contacted.

## **Allergies**

If your child suffers from any allergies it is essential that the school is notified of this in order to be able to care for your child. Children with asthma require an asthma management plan as do children who are anaphylactic or diabetic.

## **Medications**

Children with asthma are permitted to carry asthma inhalers with them. Epipens are kept in the first aid area. If your child is unwell they are best kept at home.

All parent requests for the administration of prescribed medications to their child must be in writing on a medical management plan (proformas can be collected from reception) and must be supported by specific written instruction from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).

## **Infectious Diseases**

A child must be excluded from school if suffering from the following infectious diseases: chicken pox, measles, mumps, rubella (German measles), impetigo (school sores) and whooping cough. Children with head lice should be excluded until they have been treated.

## **Visitors to our school**

Whilst we actively encourage an inviting and open school, the safety of our children, staff and resources remain our highest priorities. All visitors are required to report to reception prior to undertaking any activity within the school, where they will be required to sign a “Visitor’s” book and will be assigned a “Visitor” badge which they must wear at all times within the school. Similarly, visitors will be required to report to reception at the end of their visit to return their badge and to “sign out” in the Visitor’s book.

## **Change of address, telephone or medical information**

Parents are asked to notify the school reception immediately of any change of address, telephone numbers (work, home, emergency), and, any medical conditions relevant to your child.

## **School Crossing**

The school crossing in Windrock Avenue is placed there for the safety of all members of our school community. You are asked to use the crossing at all times and to abide by the traffic signs in the surrounding area. You will note that no parking is permitted in certain parts of Windrock Avenue. You are asked to park in the surrounding streets and walk to collect your child/ren. Bylaws officers will be regularly patrolling our school crossing.

It is important that all members of the community model road safety. Parents are asked to use the school crossing whether they are accompanying their child/ren or not.

# *School Uniform*

## **School Uniform**

Northern Regional Uniforms is the sole supplier of Mother Teresa Catholic Primary School's uniform. They are located at Unit 21, 8 Oleander Drive, South Morang. Phone: 9436 4005  
Opportunities to purchase the uniform will be made available at orientation times.

The school uniform is as follows:

### **Girls summer Uniform**

Mother Teresa School design dress

White socks

Black School Shoes

Hair ties – royal blue or white

Please remember that nail polish is not part of the uniform.

### **Boys Summer Uniform**

Short sleeve white polo with logo

Shorts grey zip and fly

Grey socks

Black School Shoes

### **Boys and Girls Summer Sports Uniform**

Sport Shorts – School design coolfit

Polo Top – School design coolfit

### **Girls Winter Uniform**

Mother Teresa pleated tunic or straight leg grey trouser

Long sleeve white polo with logo

Royal blue knitted jumper with logo

Grey tights (**no socks over tights**)

Black school shoes

Hair ties – royal blue or white

Please remember that nail polish is not part of the uniform.

### **Boys Winter Uniform**

Grey Trouser

Long sleeve white polo with logo

Royal blue knitted jumper with logo

Grey socks

Black school shoes

### **Boys and Girls Summer Sports Uniform**

Sports Jacket full zip

Straight leg track pants

# Enrolment

## Enrolments

Enrolments are currently accepted for Foundation in May/June. Enrolment forms (collected from the school reception) must be accompanied by birth, baptismal and immunisation certificates and a \$100 non-refundable enrolment fee. This fee is deducted from the school fee.

Where applicable enrolments must also be accompanied by:

- Citizenship documentation
- Most recent previous school reports and external test results
- Relevant Family Court Orders
- Relevant medical and/or special needs information including clinical/educational assessments

Children in Foundation (Prep) must be 5 years old by 30<sup>th</sup> April in the year they begin school.

On application for enrolment, all students will be placed on a waiting list.

**Offers of enrolment will be according to the following priority:**

- Baptised Catholic children who reside in the school's catchment area in the Parish of Our Lady's, Craigieburn/Roxburgh Park
- Siblings of children already enrolled within the school to which enrolment is sought
- Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest
- Catholic children from other parishes (for pastoral reasons)
- Children from non-Catholic Eastern churches who reside in the parish
- Children from non-Catholic Eastern churches who reside outside the parish
- Other Christian children who reside in the parish
- Other Christian children who reside outside the parish
- Non-Christian children who reside in the parish
- Non-Christian children who reside outside the parish.

## *School Fees and Levies*

### **School Fees, Levies 2021**

The fee and levies associated with the education of your child/ren at Mother Teresa Catholic Primary School are as follows:

In **2021** the fees and levies are:

School Fee per family        \$1500

Levy per child                 \$300

Total fee    \$ 1800 (1 child)

                  \$ 2100 (2 children)

                  \$ 2400 (3 children)

Each year the school fee and student levy is reviewed in accordance with CPI and appropriate increases made. Families are notified of the structure in December for the coming year. The 2022 fees and levy amount will be made available in December 2021.

### **Payment Options**

The payment of student levies and school fees are essential for the learning and teaching programs and operation of our learning community. There are a number of payment options available to families.

Families may nominate to pay their fees annually, quarterly (each term), monthly, fortnightly or weekly. Regular statements will be sent home to keep you informed about your fee account.

We ask that all payments are received on or before the due date.

Prompt payment will save the embarrassment of having someone ring you with regards to fees.

### **Direct Debit**

Families are able to organise the direct debit option by speaking with one of our Administration Officers. They will be able to assist with the paperwork required and weekly, fortnightly or monthly repayments to cover your account.

### **Credit Card Payments**

By completing the remittance slip for student levy or school fee accounts you can pay by credit card.

### **EFTPOS**

Families are able to pay accounts via EFTPOS at the school.

### **Cash or Cheque Payments**

Families are able to pay accounts by cash or cheque. Correct money for cash payments is required as cash is not kept on the premises.

## **School Book Pack per child ~ order and purchase arrangements for 2021**

In 2021 our book packs will be available through OfficeMax online service with delivery directly to your home. The Foundation pack is approximately \$60.

## **Parish Thanksgiving Invitation**

Families are invited to contribute to Our Lady's Parish Craigieburn and Roxburgh Park through "Thanksgiving". An annual contribution of \$260 is greatly appreciated and goes toward sacramental programs: Reconciliation, Eucharist and Confirmation, to the ongoing costs associated with the upkeep and maintenance of the parish grounds and buildings. The parish invoices families who do not currently have contribution envelopes.

## **Camps, Sports and Excursion Fund**

Camps, Sports and Excursion Fund (CSEF) is paid to eligible parents of children under 16 years of age who attend a State or Registered School in Victoria. The Camps, Sports and Excursion Fund will be paid to eligible parents/guardian who hold a valid health card on the first day of school.

To be eligible for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;

- on the first day of Term two;
  - a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be the holder of a Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
  - b) Be a temporary foster parent, and
  - c) Submit your application to the school by the dates advised through the school office and school newsletter.

## **School Policies**

School policies provide information about school processes and procedures related to various aspects of school life, including a range of legislative, regulatory and Canon Law requirements. Some of our learning community's policies are available through the following web links:

### **Privacy Policy**

[http://www.moherteresa.catholic.edu.au/\\_uploads/ppage/files/Privacy%20Policy.pdf](http://www.moherteresa.catholic.edu.au/_uploads/ppage/files/Privacy%20Policy.pdf)

### **Standard Collection Notice**

[http://www.moherteresa.catholic.edu.au/\\_uploads/ppage/files/Standard%20Collection%20Notice.pdf](http://www.moherteresa.catholic.edu.au/_uploads/ppage/files/Standard%20Collection%20Notice.pdf)

### **Code of Conduct**

[http://www.moherteresa.catholic.edu.au/\\_uploads/ppage/files/Code%20of%20Conduct%20Mother%20Teresa%20Catholic%20Primary%20School%20%20\(1\).pdf](http://www.moherteresa.catholic.edu.au/_uploads/ppage/files/Code%20of%20Conduct%20Mother%20Teresa%20Catholic%20Primary%20School%20%20(1).pdf)

### **Child Safety Policy**

[http://www.moherteresa.catholic.edu.au/\\_uploads/ppage/files/MTCPS%20Child%20Safety%20Policy.pdf](http://www.moherteresa.catholic.edu.au/_uploads/ppage/files/MTCPS%20Child%20Safety%20Policy.pdf)

### **Community Grievance Policy**

[http://www.moherteresa.catholic.edu.au/\\_uploads/ppage/files/MTCPS%20Community%20Grievances%20Policy.pdf](http://www.moherteresa.catholic.edu.au/_uploads/ppage/files/MTCPS%20Community%20Grievances%20Policy.pdf)

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