



Family Handbook

Shaping our Future Together



2024



Acknowledgement of Country

Nudloo tumpuntea Kurna
Mirenya yarta
Mathanya Woma tartanyakoo

We acknowledge the Kurna people are the land owners and custodians of the Adelaide Plains.
We recognise Elders past and present. We are committed to Reconciliation.

Nachalia
Thank you

Welcome



We welcome your family to the St Thomas More School community in 2024.

We look forward to working in partnership, together with you, to support your child's educational journey.

In this Family Handbook you will find important information about our school community that will assist you and your child in acclimatising to the exciting beginnings of school life.

We encourage you to read through the information together, as well as check our website and newsletters throughout the year to keep up to date with the most current information.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C. Platten'.

Mr Chris Platten
Principal

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Leadership & Key Contacts

Leadership

Chris Platten	Principal
Vicki Rubino	Head of School
Melissa Musolino	APRIM (0.6 FTE)
Michael Clifford	Leader of Teaching & Learning & EAL/D
Janelle Lieu	Business Manager

Contacts

School Address	50 Yorktown Road Elizabeth Park, SA 5115
Front Office	08 7285 1500 frontdesk@sttmore.catholic.edu.au
OSHC	08 7285 1555 / 0409 551 699 oshc@sttmore.catholic.edu.au
Enrolments	enrol@sttmore.catholic.edu.au

School Hours & Important Dates

School Hours

First Bell	8.45am (Teacher on duty from 8.30am)
Recess	10.50am - 11am (eating time) 11am - 11.30am (play time)
Lunch	1.20pm-1.30pm (eating time) 1.30pm - 2pm (play time)
Dismissal	3pm (Teacher on duty until 3.15pm)

Should parents/guardians wish to contact their children or a teacher during school hours, they can call the Front Office on 08 7285 1500.

Supervision of students

Your child's safety and well-being while at school is a priority. The school yard is supervised from 8.30am, and until 3.15pm each afternoon. Children arriving before 8.30am or remaining past 3.15pm are asked to join OSHC and a fee will apply.

For more information regarding OSHC, see page 7 or contact us.

Hot/Wet Weather

During days of excessive heat or rain, students are permitted to access approved indoor areas. Unsatisfactory reasons for absences are referred to the principal who will follow up with families as required.

2024 Term Dates

Term 1	Monday 29 January - Friday 12 April
Term 2	Monday 29 April - Friday 5 July
Term 3	Monday 22 July - Friday 27 September
Term 4	Monday 14 October - Friday 13 December

2024 Public Holidays & Pupil Free Days

Term 1	Monday 11 March (Adelaide Cup Day) Friday 29 March (Good Friday) Monday 1 April (Easter Monday) Tuesday 25 April (ANZAC Day)
Term 2	Monday 10 June (Kings Birthday Holiday)
Term 3	Monday 7 October (Labour Day)
Term 4	

Parents/Guardians will be notified as Pupil Free Days are scheduled.

Out of School Hours Care (OSHC)

Every child at St Thomas More OSHC has the right to be an active participant, express their opinions, have their views considered and their cultural identity recognised.

How to enrol your child in OSHC

St Thomas More School OSHC operates daily on our school grounds. To access a place for your child, please complete an OSHC enrolment form available at our Front Office, or contact our OSHC Director, Cheryl Bielby on 08 is 0409 551 699.

Child Care Subsidy (CCS)

Families that wish to access Child Care Subsidy (CCS) will need to contact the Department of Human Services. The CCS is paid direct to the OSHC to reduce your out-of-pocket cost. Refer to the government website for more information.

Before School	6.30am - 8.30am	<i>\$16.50/session</i>
After School	3.00pm - 6.00pm	<i>\$22.00/session</i>
Vacation Care	6.30am - 6.00pm	<i>\$55.00/session</i>



Financial Information

St Thomas More School's aim is to make our school accessible to all families who seek a Catholic education. We believe financial pressure should not be a barrier to attending our school.

Fee Structure 2023

Full Year	\$990	
Term Payments	\$330	<i>Term 1, 2 and 3 only</i>
Monthly Payments	\$99	<i>Feb - Nov (10 monthly payments)</i>
Fortnightly Payments	\$45	<i>Feb - Nov (22 fortnightly payments)</i>
Weekly Payments	\$22	<i>Feb - Nov (45 weekly payments)</i>

Payment Methods

Families may choose to pay their school fees by cash, credit card or EFTPOS, BPAY, CentrePay or via the Qkr! app.

You will receive an invoice at the beginning of each school year. At this time you can notify the school of your preferred payment method and complete the relevant form.

Payment Plans & Late Fees

Alternative payment plans are available but must be approved by the Principal or Finance Manager. Late payment fee of \$25 and a \$10 defaults of payments fee may occur if not previously approved by school office.

Financial Hardship

Families experiencing difficulty in meeting the fee requirements of the school can request assistance, in writing for Fee Remission. An assessment will be made as to eligibility and an interview and/or supporting documentation requested to enable a confidential and considerate assessment of your circumstances.

School Card

School Card is a Government scheme for families who meet the income threshold stipulated as part of the application.

Eligibility is approved by Department for Education and Child Development.

Applications can be completed and submitted online, alternatively forms are also available from the front office.

School Card will not be applied until approval from DECD has been received.

If you need support, please ask our Front Office.

Absentee Procedure & Late Arrivals

Informing the school

Informing the school of your child's absence, for any reason, is important. We ask that you inform the school of any absences **before 9am on the day they are absent** in one of the following ways:

Phone us	Call the Front Office on 08 7285 1500 before 9am on the day they are absent.
Go online	Report student absence on our website sttmore.catholic.edu.au
SZapp	Notify us through SchoolZine's app, SZapp

If you fail to advise us of your child's absence before the roll has been electronically taken, you will receive an SMS to confirm the absence. Class teachers will follow this up on the student's return to school.

Late Arrivals

If your child arrives late (after 8.50am) they should report directly to the Front Office where they will receive a Late Card.

Leaving During the School Day

Students are not permitted to leave school during school hours. If you wish a child to do so, it is expected that this is communicated with your child's teacher in advance. When collecting your child, please arrive at the Front Office.

Extended Absence

We discourage families from extended absences during the school term. In the event that this happens, we ask you to contact the Principal.



Family Communication

Strong Connection Between School and Home

We believe achieving the best possible results for your child requires a strong connection between school and home. The following apps help to facilitate communication between teachers, staff, and families.

	SchoolZine (SZapp)	<ul style="list-style-type: none"> » Absentee Notifications » Newsletters » Book Learning Conversations » School Forms/ Documents » School Forms/ Documents » School Calendar
<p><i>SchoolZine is our official communication platform for families. Once your child is to begin school, you will receive an email request to register for your SchoolZine account. You can then download SZapp for ease of use, and to receive notifications directly to your phone.</i></p>		
	Qkr!™	<ul style="list-style-type: none"> » Give permission and pay for excursions, camps, sports events » Canteen orders » Uniform orders » Pay for OSHC fees » See receipts instantly
<p><i>Qkr! is our secure way to pay for school items. Parents/Guardians are required to download this app to give consent and pay for school events/items.</i></p>		
	Seesaw	<ul style="list-style-type: none"> » Communicate directly with your child's teacher » See what is happening in the classroom » Students can add to their own journal within the app
<p><i>Seesaw is the way our teachers can communicate directly with you at home about what is happening in the classroom.</i></p>		

Canteen

St Thomas More School houses its dedicated canteen service on site in the Jubilee Hall building, operating Tuesday - Friday.

Our Canteen offers fresh, nutritious meals which are aligned with the South Australian Government's Right Bite guidelines, the service offers an extensive menu of options for families.

Run by Volunteers

Our canteen relies on parent/guardian volunteers to help prepare orders. Parents/Guardian's who are able to help with canteen duty are asked to contact our Front Office to find out more.

Order and Pay via Qkr!

The full canteen menu and orders are done by the school's payment gateway **Qkr!** which can be accessed via our website, our sZapp page or through the Qkr! app on mobile devices.

Canteen is open
Tuesdays to Fridays

Order before 9am
through Qkr!

Orders by 9.30am via
classroom lunchbox.
Name, order written on
lunch bag (lunch bags
are available from the
classroom).



Uniform and Presentation

Wearing the school uniform reflects our identity not only at school but also within the wider community. The uniform is an important part of our school tradition. Our hope is that children wear their uniform with a sense of pride and belonging.

School Uniform Code

All students are required to wear the correct uniform. If students are not wearing the correct uniform, a note will be sent home from the class teacher identifying the uniform area to be addressed.

School Uniform	<i>All items are unisex, in school colours and include the school emblem.</i>
Socks	<i>Socks must be in school colours, or white. No brand names or logos.</i>
Hats	<i>Hats must be worn for all outdoor activities, including play during Terms 1 and 4. They maybe worn but are not compulsory during Terms 2 and 3 while outdoors. Hats must be worn ALL year when attending excursions/all day events outside (i.e. Sports Day - refer to Cancer Council Guidelines).</i>
Hair	<i>Hair colour and streaking is limited to two shades lighter or darker than child's own natural hair colour and must be kept in a clean, neat and tidy manner. All hair longer than top of collar length must be tied back (i.e. pony tail).</i>
Hair Accessories	<i>Any hair accessories such as, headbands, scrunchies, ribbons, clips etc. should be pale blue, navy blue or natural hair colour only.</i>
Footware	<i>Black or white sneakers with appropriate coloured shoelaces.</i>

<p>Jewellery and other accessories</p>	<p><i>Earrings may be worn if they are small studs (birthstone, gold, silver), limited to one per ear.</i></p> <p><i>A thin gold or silver chain with a religious symbol may be worn under clothing, at your own risk.</i></p> <p><i>Watches and Medic Alert identification may be worn.</i></p> <p><i>Scarf, gloves and beanies must be pale blue or navy in colour.</i></p>
<p>Not permitted</p>	<p><i>Haircuts/styles: rats tails, shaved heads, patterned cuts, colour patterns, haircuts less than a 'No. 2'. No use of coloured gel or hairspray.</i></p> <p><i>Accessories: bangles, bracelets, rings. No body piercings, other than approved earrings.</i></p> <p><i>Make-up: No make-up of any kind, including nail polish, acrylic nails.</i></p> <p><i>No additional outer garment for extra warmth that is not plain navy blue.</i></p>

Seniors Polo

Year 6 students may wear the commemorative senior polo shirt during their final year.

Order and pay via Qkr!

The full uniform list can be obtained from the Front Office or on our [website](#). All items can be purchased using the Qkr! app.

The Uniform Shop is located in the Front Office and is open Monday to Friday from 8:30am to 3:30pm.

Uniform and Presentation

School Uniform Pricelist

Polo Shirt (Unisex)	Sizes 4 to 16	\$40
Shorts (Unisex)	Sizes 2 to 16	\$25
Skort	Sizes 2 to 16	\$35
Trackpants	Sizes 4 to 16	\$30
Tracksuit Jacket	Sizes 4 to 16	\$55
Rain Coat	Sizes 4 to 16	\$65
Bucket Hat (House Colours)	S, M, L	\$15

Please ensure all items of uniform are clearly labeled with the child's name. Larger sizes can be arranged, please contact the Front Office.

Change of Personal Details

It is important that the School always have the most up to date information about you and your child on file. If you have any changes in personal details, please contact our Front Office to complete a Change of Personal Details Form.

Medication Requirements

If your child requires medication to be administered by the school at any point during their schooling, please contact our Front Office to complete the necessary forms.



08 7285 1500



info@sttmore.catholic.edu.au



www.sttmore.catholic.edu.au



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