



# PARENT INFORMATION BOOKLET 2021



**St Monica's**  
PRIMARY SCHOOL WODONGA



We would like to acknowledge the Traditional Owners of the land where St Monica's School is situated. We would also like to acknowledge our Elders past, present and future.



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# LEARN TO LOVE, LOVE TO LEARN.



Jacqui Partington  
Principal



Zac Fulford  
Deputy Principal

Dear Parents, Guardians and Carers

Welcome to St Monica's Catholic Primary School where we take great pride in our welcoming school community, engaging environment, and the diversity of our student and teacher base. We are a community rich in love and faith, and are proud to be part of the Wodonga Catholic parish, with Sacred Heart as our parish/church.

We have a broad range of learning experiences, perfectly complimented by modern classrooms and expansive grounds. Students are able to access their learning at their point of need and build on individual talents.

Our Vision: 'Every Child, every day will be supported and challenged in a faith-filled, welcoming and inclusive environment, underpinned by best practice and high expectations', and our Motto 'Learn to Love, Love to Learn' guides our teaching and learning.

We value the contribution of every student, to both the school and the community and have high expectations and celebrate academic achievement and human flourishing.

A Catholic Education is one of the greatest gifts you can give your child. It is a wonderful and exciting opportunity for families to work together and be partners in educating your child. Thank you for entrusting your child to St Monica's Primary School and I look forward to welcoming you in 2021.

Sincerely,

Jacqui Partington  
Principal



Jesus is our guide. In him we live,  
we move, we are called to be.

IDENTITY STATEMENT

## HISTORY OF ST MONICA'S

Catholic Education in Wodonga commenced in 1876 with St Augustine's Primary School, which was started by the Sisters of Mercy. By 1899 the new school buildings were completed, and St Augustine's was catering for the Primary, Secondary and Commercial classes. A Boarding school was also established at the convent.

By the late 1940's and the following decade, the large number of European immigrants moving to the area and the post war baby boom saw a large boost in numbers at St Augustine's, causing the Parish to purchase land for a second Catholic Primary School.

St Monica's Primary School was built and opened in 1973, the second Catholic Primary School to be operating in the Wodonga Parish. There was very little equipment at St Monica's when it commenced operating- one teacher said all they had was a blackboard, duster, ruler and chalk- no money, no books, no readers. There was very little play equipment for the children- imagination was the order of the day.

Later in 1973 the two schools shared a Mother's Club and a great deal of fundraising was organised, as St Monica's needed to be furnished. Thanks to cake stalls, street stalls, Hippy Nights and a Queen's Competition, the addition of much needed furniture was well underway.

As South Wodonga developed and grew, so did the attendance at St Monica's. The location, growth and development of St Monica's can be attributed to the Labour Government making Albury-Wodonga a growth area. Large numbers of people were drawn to the area because of the employment and private industry possibilities. This created a need for more schools and as a result, St Monica's was built and has since flourished.

## IDENTITY, VISION & GRADUATE OUTCOMES

### VISION

Every Child, every day will be supported and challenged in a faith-filled, welcoming and inclusive environment, underpinned by best practice and high expectations.

### GRADUATE OUTCOMES

At St Monica's, our students will strive to...

- Develop empathy, compassion and tolerance
- Be an independent and curious learner
- Have respect for themselves, the community and the environment
- Take risks and develop resilience

## ST MONICA'S MASTER PLAN

St Monica's Primary School, Wodonga, in the Diocese of Sandhurst, provides a Catholic education for an existing enrolment of approximately 530 students.



A Master Plan for St Monica's has been developed to meet the ever-changing needs of learning and teaching, and to accommodate increasing enrolments.

The School's Master Plan has been designed around a central spine access route with buildings creating courtyards off the spine. The existing school buildings are a combination of permanent and portable buildings. A seven-stage process is predicted to reach the final Master Plan.

- The Early Learning Centre was completely refurbished in 2013. It gives our Foundation students a safe place to learn and grow.
- The Junior Learning Centre was constructed in 2016 with additions in 2017 providing an open learning environment and plenty of room for discovery and growth.
- The Middle Learning Centre was completed in 2015, allowing students to become more independent and flexible in their learning.
- The Senior Learning Centre was fully refurbished in 2011 and further extended in 2016 and matches the pedagogical approach of St Monica's.
- The four learning centres, complete with new flexible learning spaces, are a wonderful addition to the school and have been recognised for National Awards.

The school benefitted from a Building and Education Revolution Grant which resulted in the construction of a full-size stadium and performing arts centre.

A location for a Preschool development is proposed.

The School has worked hard to develop and extend open play spaces, provide additional shaded areas and in 2018 added a covered walkway between the main Administration Building and Learning Centres.

We are proud of our School environment and work hard at enhancing student achievement in all areas, including academic, sporting and community.

# LEARNING & TEACHING VISION

At St Monica's we believe respectful relationships between students, school and families are fundamental to student achievement and development. We believe every child has the right and potential to learn and succeed.

- We believe that learning ;
- Reflects the vision of the school community.
  - Learning takes place through deliberate instruction, questioning, exploring, experimenting and problem solving.
  - Learning takes place when students feel secure, valued and are able to take risks.
  - Learning needs to be challenging, meaningful, purposeful and engaging.
  - Learning includes meta-cognition and reflection, and requires learners to take ownership of their learning.
  - Learning takes place within a purposeful, engaging and flexible environment.

# PEDAGOGY

At St Monica's we pride ourselves on the implementation of our 'signature pedagogy', delivered via evidence based best practice and structures. Our 'signature pedagogy' is an approach to learning and teaching that involves clear and explicit instruction to students on what to do and how to do it. It involves carefully planned and sequenced lessons, clear and well modelled instructions and frequent, systematic collection of student data and feedback.

We implement a synthetic phonics program prioritising five elements essential for reading proficiency – phonemic awareness, phonics, fluency, vocabulary and comprehension. This is derived from the science of reading and supported by cognitive load theory and cognitive science of learning.

In the numeracy classroom we utilise explicit instruction and incorporate practices derived from cognitive load theory to ensure that students transfer previously learnt content to long-term memory, freeing up short-term memory to use in new learning.

At St Monica's we embrace a gradual release model to target the development of independence and mastery of learning. We know that it is only after effective learning of content and concepts can children begin to utilise that knowledge in the world around them.





# LEARNING & TEACHING

At St Monica's, we pride ourselves on personalising the learning for all students, as seen by our learning principles. We are directed by the Victorian Curriculum and we are always researching and adopting best practices to ensure Learning and Teaching is always current and engaging for every individual to reach their full potential.

The latest forms of technology are embedded in each classroom to support the learning and teaching.

## Specialist Programs

Our specialist programs have an emphasis on Art (Performing & Visual), Physical Education, Science, STEM and French. We have specialist staff in these roles to facilitate learning in line with our school vision and pedagogy that also offer variety, engagement and challenges students to broaden their learning strengths.

All students have the opportunity to be involved in a range of sports and participate in the whole school athletics carnival and cross country.

St Monica's has a choir which performs in various capacities and we hold a whole school production every second year.

Our Language other than English (LOTE) is French and is taught daily in the classroom from Foundation to Year 6, and within our specialist program on a rotational basis.

Musical Specialists are available on an individual or group basis at an extra cost.

## Learning Support

Our commitment to every child being supported and challenged everyday requires us to offer a range of supports for student learning and wellbeing. At St Monica's we implement this via firstly providing the highest possible standard of instruction within our classrooms. We supplement work programs and exposures to content in a heavily differentiated environment. Within our learning spaces we utilise Learning Support Officers to provide additional attention for students. Our school has access internally to a Psychologist, Speech Pathologist, and Learning Diversity Leader. We also access external agencies as required to meet the individual needs of every student. Teachers access these support services to assist students with social and emotional learning as well as academic development.

## Excursions and Camps

Throughout the year students attend excursions according to topics studied in the classroom. Permission forms and information regarding these excursions are communicated home via our Parent Access Model or PAM. Camps are held for students from Yr 3-6 each year.

At St Monica's we also pursue a wide range of sporting incursions/excursions that provide an excellent opportunity for students to challenge themselves physically and socially.

## Library

At St Monica's library we have a wonderful collection of books in different genres in both fiction and non fiction titles. Children are encouraged to borrow frequently from the collection. Classroom teachers also work closely with the librarian to ensure a range of titles are available in the classroom environment for children to access.



# RELIGIOUS EDUCATION

## St Monica's Catholic Identity

Dear Jesus, Be with me today, in all my work and all my play. Amen.

The role of Catholic Education is to provide daily experiences for students to live out the mission of Jesus. Religious Education is more than acquiring factual information, it is to help students in their lives. St Monica's Identity Statement "Jesus is our guide. In him we live, we move, we are called to be" invited students to not just be more like Christ in how we act, but to carry out the work of Christ is service to others. When choosing St Monica's Primary School for your child, you are choosing to immerse them more deeply in the Christian story leading to a sense of belonging and involvement.

During the year students are provided with opportunities to identify ways they can support others in the community. They have the opportunity to support voluntary activities from the time they start school through to Year 6, such as Meals on Wheels, Caritas K's and Mission Madness fundraising activities.

Our Diocesan RE Program "Source of Life" guides our planning. Shared Christian Praxis is used as a contemporary way for students to share their lived experiences, reflect on where God is actively present in these experiences and ultimately make meaning from it.

Faith is developed within an individual at different stages and expressed through the community by way of being in the likeness of Jesus. Christians believe that God loves us and that, if we welcome this love, it will be transmitted to the world through us.

## Prayer

Prayer is an important part of the St Monica's School community. Through school and classroom prayer we join as a community to pray to God. In order to encourage staff and children to share prayerful experiences, both formally and informally, we will provide the opportunity for quiet prayer at certain times. Teachers pray with their students daily by beginning with a group prayer and quiet reflection time. We start assembly with prayer and Acknowledgement of Country, which is done by our Fire Carrier students. Each classroom has a prayer table, prayer book, pottery chartre, candle, bible and a prayer focus relevant to the current Source of Life unit.

The classroom teacher models a variety of prayer for students; prayers of **THANKS-PRAISE-PETITION-SORROW-BEING STILL** (Christian Meditation), so students learn that they can talk to God and that they can pray in different ways.

## Sacramental Program

Children are introduced to the Sacraments of Reconciliation, First Eucharist and Confirmation in Year 2 through the school curriculum. This is continued into Year 3 and 4 when our students are invited to celebrate their First Reconciliation, First Eucharist and Confirmation. The readiness of each child to participate in the program is determined by the parents.

In our Diocese of Sandhurst, the practice of sacramental foundation occurs in a Parish setting. The program is conducted in small groups ran by parents outside of school hours. This is seen as best practice as parents are the first and best teachers of their children in the ways of faith. This is also in keeping with the three-way partnership between school, home and Parish in teaching Catholic faith.

## Sacred Space

St Monica's is blessed to have its own Sacred Space. Parents and children are welcome to use this space for quiet prayer and reflection. Children are encouraged to use this space to have a quiet time with God. Children will also use this space for class liturgies. Music, books and prayer resources are available in this space.

## School Masses

In first term the school gathers for a whole school Mass to celebrate the beginning of the school year. During the year there are several Area Liturgies, where the children can get more involved in the liturgical celebration and the Gospel. End of Term 4 is completed by a whole school end of year Mass. Parents and friends are invited to join these special events - keep a look out for invitation to the Masses through the school Newsletter and the St Monica's Facebook page. Our Year 3-6 students attend a Parish Morning Mass and F-2 benefit from a more informal church visit.

Your child's teacher will be able to answer any queries you have in relation to your child's Catholic education. If you would like more information about the Catholic faith, Sacred Heart Parish offers adult programs during the year. Keep a look out in the school newsletter and Parish website for School and Parish Catholic Events. And remember to ask your child what they learnt in RE today. They are full of God's wisdom.



We believe in a philosophy of working with children, ensuring their voice is being heard and empowering them to take control of their own learning.

At St Monicas we encourage all students to live a life that represents the values of Jesus Christ. We look to utilise these values and teachings to ensure we develop positive relationships with others and enable each child to deeply understand themselves and the role they play in the community. We ask that our students strive to be empathetic, compassionate, kind and forgiving.

For that reason all staff at St Monica’s are trained in Restorative Practices. Restorative Practice is also used at Catholic College Wodonga. The Restorative Practice approach to behaviour management aims to restore relationships, as these relationships become the building blocks for all learning.

### No Nuts

Our school encourages no nuts at school as some children have been diagnosed with nut allergies. In the interests and safety of the children, teachers are asked to be vigilant in ensuring that children are not bringing nut products to school, such as Peanut Butter and Nutella.

### Defence School Transition Aide

St Monica’s is fortunate enough to have a Defence Transition Aide. The Defence School Transition Aide Program provides support to children of Australian Defence Force (ADF) members and their families, particularly during their transition into and out of a school on posting or during parental absences due to deployment, exercises or courses. Part of the role includes assisting ADF parents and children to become familiar with the school and its facilities, co-ordinating appropriate welcoming and farewelling activities for ADF children involving the school community, and monitoring ADF children’s personal issues such as friendship, peer groups and classroom difficulties.

### Guardian Angel

All Foundation students are assigned a ‘Guardian Angel’, the year 6 students love the responsibility of looking after their special Foundation student. The Foundation students also enjoy having a ‘big kid’ to look up to. The role of the year 6 student is to make sure their Foundation student is settling in well at St Monica’s and feeling comfortable in their new surroundings.

### Sick Bay

If your child is unwell it is best that they remain at home until they are well enough to come to school. It is the parent’s responsibility to make sure their child is well enough to attend school. If your child is unwell or injured at school they will be sent to Sick Bay to have First Aid administered. If the child is not well enough to be at school, or has a serious injury, a parent or emergency contact will be contacted to take the child home. We will always try to contact a parent first.

**Please make sure that we have all current contact numbers for you on your Medical Details Form.** If your child is seriously injured i.e. broken arm, the school will call an Ambulance if we believe it is necessary. It is important to give the school all relevant medical information regarding your child i.e. if your child suffers an allergic or anaphylactic reaction to something we need to know what to do or have on hand the medication to administer.

All medication kept at school must be clearly labelled with clear directions. If your child suffers from Asthma we need to have the Asthma Management plan and have the necessary medication/equipment provided.

If your child suffers from Anaphylaxis you need to supply the school with a Management Plan and an Epi-Pen, which will be stored safely.

We are able to administer prescription medication only with written permission from parents and this medication must be supplied by the parent. We cannot supply analgesis eg. Panadol to children without a written letter from a doctor. Epi-Pens are carried by all staff on yard duty.

### Carpark Guidelines

The safety of your children whilst in our care is paramount. Please read the arrangements for drop-off and pick-up of children and discuss them with your child/ children.

With the assistance of Council and Vic. Roads, and the support of St Monica’s staff rostered on duty, we aim to provide the safest circumstances for our students. We do require the co-operation, patience and courtesy of everyone.

#### Guidelines:

- Children are to be dropped off and picked up from “The Safety Zone” only.
- Children must not arrive at school before 8.30am and must be picked up prior to 3.30pm. Teachers are not on duty outside of these times, therefore we request that you adhere to our pick up and drop off times - this includes children who ride or walk to school.
- If you cannot drop off and collect your child during these hours they must be booked in to Before or After School Care.
- If children are being picked up in any other part of the car park, a parent or guardian must physically escort them. This means you must park in a marked area and leave your car to collect your child.
- No child should be walking on an asphalt area unaccompanied by an adult.
- When in the drive through queue, do not leave your vehicle at any time.
- Keep the drive through queue moving by unloading/ loading 7 cars at a time. Do not pull out of the line at anytime. You must wait until you have reached the front of the line, then you may continue out of the school grounds.
- “Give Way” at the Stop Sign to merging traffic from the “Safety Zone” at the end of the median strip.
- Please adhere to the “No Standing” traffic signs. Do not park on grass/garden areas.
- We have 2 designated Disabled Parking spots. Please do not park in these car parks unless you are a holder of a Disability card.
- Goodstart Childcare Centre has designated parking spaces directly out the front of their Centre. Please do not park in these spaces unless you are dropping off or picking up your children from Goodstart.

- Only park in marked angle-parking areas.
- If parents arrange pick up of their children from areas in streets surrounding St Monica’s, they assume responsibility for their safety. Normal traffic regulations apply to both pedestrians and drivers in those situations. (Please remember that it is illegal for cars to park or stop in the bus zone).
- Right hand lane is a through lane only and no stopping is permitted.

### Bikes & Scooters

St Monica’s has a bike and scooter rack. For extra security you may like to use a padlock and chain to lock your bike to the rack.

### Signing Your Child In & Out

If you need to take your child out of school during school hours (between 8.45am & 3.10pm), you must come to the office to sign your child in and out.

If you are bringing them to school after 8.45am, they must be signed in at the office also.

### St Monica’s Canteen

The aim of St Monica’s is to provide healthy, homemade and cost effective lunches for our students. Our canteen is open five days per week for pre-paid lunch orders and for purchases at afternoon recess (1.55-2.25pm). Lunch orders can be placed via our school website or through the lunch order bucket in the classroom.

The canteen offers a Victorian Canteen Association approved menu that includes a comprehensive range of different lunch options including rolls and wraps, salads and fruit, chicken breast burgers, homemade pizzas and pastas as well as pies and sausage rolls. We have a variety of vegetarian, gluten or dairy free options available.

Parents are encouraged to drop in at any time to discuss any food intolerances or allergy, or related issues. In addition our parent volunteers helps ensure that our children’s lunches are delivered hot and fresh to classrooms, it gives parents an opportunity to meet other parents and be involved in the school community and aids in the minimizing of overheads to ensure the future of this valuable resource.

### Dyson’s School Bus Service

Dyson’s Bus Service offers a school bus service to and from school. To find out more about this service you will need to contact Dyson’s directly on (02) 6056 3100.

### Oval Safety

St Monica’s bottom oval is fully supervised by staff during recess and lunch times.

Your child’s safety is paramount. At the start of each year, teachers will take their class down to the oval and explain the boundaries and rules of playing on the oval, in particular the new students to the school. Foundation students are generally not permitted on the oval during lunch or recess in Term 1.



# CATHOLIC EDUCATION WODONGA COUNCIL



## CATHOLIC EDUCATION WODONGA

Catholic schools in Wodonga exist as part of the Wodonga Catholic Parish and the Diocese of Sandhurst. The Catholic schools in Wodonga are:

- St Augustine's Primary School
- St Monica's Primary School
- St Francis of Assisi, Baranduda
- Catholic College Wodonga

They offer:

- Faith-centred and hope-filled learning environments.
- Care and attention to the needs of each child.
- Outstanding and holistic teaching and learning which builds on student strengths and helps develop their full potential.
- Strong school communities with full family engagement.
- Meaningful and engaging pathways through each stage of child's school based learning journey.

### Purpose of CEW Council

In Wodonga, the Parish and the four Catholic schools have formed a federation - the Catholic Education Wodonga Council - with the purposes of:

- Developing a strong, shared vision for Catholic education in Wodonga.
- Supporting the parish priest through accepting the delegation of the governance for quality Catholic schools.
- Providing for mutual needs and solving mutual problems.
- Providing one voice for Catholic education in Wodonga.
- Coordinating the long and medium term strategic planning for Catholic education in Wodonga, including the provision of new Catholic Schools.
- Extending opportunities for students, parents and school staff, with schools working together to offer more between them than they can alone.
- Becoming an employer of choice.
- Lobbying Catholic and Government groups on behalf of Wodonga Catholic schools.
- Supporting innovation and renewal in Wodonga Catholic schools.

- Providing opportunities for staff to share professional learning and dialogue.
- Building strong parent and parish support for each school.

The individual schools are both independent and interdependent. They each have certain characteristics, such as their enrolment, staffing and funding profiles and they maintain powers about their day-to-day operations that may not be exercised by the central council; and at the same time they choose to work together to achieve common goals and serve the broader community.

In the Sandhurst context, this governance model emerges from and in turn shapes a set of complex relationships within the Diocese, parish, schools and communities. In Wodonga each Catholic school is part of a system of schools and part of a parish independent in some respects, but ultimately governed by a larger body; the CEW Council. The Council acts in concert with the Canonical Administrator in the process of governing and in doing so, draws together stakeholder groups such as parents, principals, parishioners and staff to assist Catholic schools in Wodonga achieve their vision. School governance then is divided between the individual schools and CEW Council.

Both the systemic relationship and the self-governing status of the individual schools are maintained, but all schools agree to a set of boundaries and common approaches across areas such as:

- Catholic identity.
- Strategic planning.
- Enrolment.
- Policy review and development - this includes the development of CEWC policy; and the ratification of school policies and plans for vision and mission; Catholic Identity, strategic and
- Annual priorities, school review, community forums.
- Annual reporting
- Finance budget, including school fees.
- Maintenance, capital and master planning.
- Consultation with community, staff, students, parents.

As the Council continues to evolve these areas of mutual interest will change and develop. Adapted from CEO Sandhurst (2010) 'Federated Schools Model'.

## CEW ENROLMENT & TRANSFER POLICY

### Vision and Mission

In Catholic Education Wodonga we believe that:

- Catholic education in Wodonga is a living expression of the dynamic and evolving tradition of the Church.
- Catholic schools exist as an integral part of the Church's mission in the world.
- Catholic schools exist as part of Parish and are intrinsically connected with each other.
- Children have a right to education in the faith, and we have a responsibility to provide places for those who seek a Catholic education to the best of our ability.
- Mutual respect, understanding and collaboration in the implementation of this policy are imperative.

### Beliefs & Commitments

Effective transition is the creation of a dynamic network of relationships between child, home, school and community that influence both directly and indirectly. We believe transition involves these key elements:

- Students view themselves in a new context.
- Effective Communication.

Transition is a process that involves:

- Being responsive.
- Pre-transfer experience - to build the relationship.
- Ongoing evaluation.
- Links to CEW Vision and Mission.
- Is inclusive - awareness of the background/family of the students that you have.
- Strength and competency based (not just looking for 'problem/Special Needs/ learning needs children' to transition.
- A planned approach - flexible and adaptable.
- Being collaborative - facilitate family engagement.
- Development of community and relationships.
- Aim for success for all.
- Successful transition will set students up for teaching and learning.
- Lifelong learning.

We strive to fulfil the following commitment:

- Developing transition practices that actively support the intention of the Enrolment Policy.
- Promoting the wellbeing of each child in each transition stage addressed by this policy.
- Ensuring that the processes for transition are transparent and are clearly identified and publicised.
- Implementing processes and practices that are consistently applied across member schools.
- Building open communication between all stakeholders in the transition process.
- Enabling authentic partnerships with families.

### Rationale and Aims

This policy acknowledges:

- Links among child, home, school, peer, and neighbourhood factors create a dynamic network of relationships that influence children's transition to school both directly and indirectly (An Ecological and Dynamic Model of Transition).
- The link between successful transition and higher student achievement.
- The vital importance of communication between the schools, teachers, students, families and the wider community in enabling positive transition.
- The distinction between orientation activities and the transition processes.
- Transition aims to enhance wellbeing in regards to the organisational, academic, social and emotional spheres of all stakeholders.
- Transition is a process of change from the known to the unknown.
- That transition impacts on the progression of all students as they move through educational settings.
- A 'no surprise' approach.

In Catholic Education Wodonga we are committed to:

- Developing transition practices that actively support the intention of the Enrolment Policy.
- Promoting the wellbeing of each stakeholder in each transition stage addressed by this policy.
- Ensuring that the processes for transition are transparent and are clearly identified and publicised.
- Implementing processes and practices that are consistently applied across member schools.
- Building open communication between all stakeholders in the transition process.
- Enabling authentic partnerships with families.

# WODONGA CATHOLIC PARISH

## Presbytery

Wodonga Parish

www.wodongacatholicparish.com.au  
283 Beechworth Rd, Wodonga  
(02) 6024 3366

## Parish Facebook page

www.facebook.com/wodongacatholicparish

## Masses

Celebrated at Sacred Heart  
283 Beechworth Road, Wodonga

Daily Mass - 9.10am

Saturday Evening - 6.00pm

Sunday - 8.30am & 10.30am

Reconciliation - Saturdays 9-9.30am

Children's Liturgy of the Word & Preschool Prayer  
now at both Sunday masses.

You can read your School Newsletter for events  
at the Parish through the year.



Fr Junjun Amaya  
Parish Priest

## Children's Liturgy & Preschool Prayer

Leaders guide children through age appropriate faith  
and value based activities to help prepare them for  
the Mass experience.

Children of all ages are blessed by the Priest and are  
divided into preschool and school age groups. The  
older children will be taken through the Gospel of  
the Mass and the homily, at a language level they can  
understand. The parish also runs a youth led mass on  
the 4th Saturday or each month, commencing at 6pm.

## Contact:

Mez Moffat 0478 154 252  
Timele Stewart 0420 976 550

## Prayer Groups

There are a number of prayer groups run through the  
Parish. Each Lent several options are available as well  
as weekly Scripture group and Charismatic Renewal  
Prayer Group.

## Contact:

Gerri Boldrini 0438 206082  
Brigita Hore 0412 042196  
Melinda Clifford 0408 368696

## Sacred Heart Gift Shop

Located inside the Church. There are great books,  
CD's and religious gifts for all occasions. Open after  
weekend Masses.

## Contact:

Parish Centre and ask for more information.

St Monica's Primary School is very fortunate to be part of the vibrant Catholic Parish in Wodonga. The Parish Priests and the Church community welcome the opportunity to connect with St Monica's families and are very pleased to provide a number of wonderful Special Ministries.



## RCIA

This is a process through which interested adults are  
gradually introduced to the Catholic Faith and way of life.

The first stage is a period of enquiry during which basic  
information about the faith and a sharing of stories by  
people from the Catholic community is presented. There  
is no obligation in attending these meetings; they are  
intended to help a person decide whether they want to  
continue learning more about the Catholic faith.

## Contact:

Margaret Hannebery 6059 4669

## Family Groups, Brunches & Other Events

The Church is a great "gathering place" for many singles,  
couples & families with children of all ages.

To provide support and friendship for these people  
there are several opportunities for social gatherings,  
in fact there is something on most weeks. Commitment  
is flexible and all are welcome.

## Contact:

Parish Centre

## Teams

Couples meet on a monthly basis to share a meal and  
build a stronger relationship, through their faith.

## Contact:

Parish Centre

# WODONGA CATHOLIC PARISH OUTSIDE SCHOOL HOURS CARE

## Brockley Street Campus

About our service...

We would like to welcome you to St Monica's Outside  
School Hours Care. We are a not for profit service that  
provides Before and After School Care, Vacation Care,  
and care on Pupil Free/Curriculum days. We are closed  
on Victorian Public Holidays.

Our aim is to provide quality care in a happy, secure  
and stimulating environment at an affordable cost. We  
believe every family has the right to quality care and  
education services that recognise and value the child as  
an individual and are responsive to the needs of families.  
All children and families will have equal opportunity to  
access the out of hour's school care service, regardless  
of income, cultural background or disability. Our  
Director is Emily Roberts.

## Our times of operation are:

Before School Care: 6:45am-8:45am

After School Care: 3:10pm-6pm

Vacation Care: 6:45am-6pm

Pupil Free/Curriculum Days: 6:45am-6pm

We can accommodate 90 children per session for After  
School Care, 90 children for Pupil Free and Vacation  
Care and 60 children for Before School Care.

For any further information or for a copy of our  
Family Handbook please contact the school office  
or the Director, Emily on 0417 243 151 or email  
eelliott@smwodonga.catholic.edu.au





We encourage our students to wear their uniform with pride. Correct uniform must be worn in its entirety to and from school, with no additional items worn to, from or at school.

## SCHOOL UNIFORM

Uniform items, other than shoes and socks, must be purchased from the CEW Uniform Shop at the Wodonga Catholic Parish centre on Beechworth road, Wodonga. All CEW uniforms will carry either a school or CEW monogram. Items without these monograms are prohibited.

Students not in full school uniform should have an explanatory note from parents or guardians. This must be presented to the student's teacher. If the school has a spare uniform available, it will provide a uniform for the day. This is a replaceable item and should be returned to school by the next available school day.

If there are ongoing issues with uniform then the school will make contact with home.

### SUMMER UNIFORM

#### Girls

- Front button, regulation blue-checked dress with short sleeves (Foundation to Yr 6). Note: Length of dress must be no more than 1-cm above the knee and should not be altered in any way.
- Navy broad-brimmed hat with school logo.
- White ankle or knee high socks (without brand names or other colours).
- Black lace up or strap and buckle school shoes. Shoes must be completely black leather, or leather-look laceup, strap or buckle. Unacceptable : boots, slip-on or ballet shoes, soft-soled or slipper-like canvas shoes, coloured laces.

#### Girls Summer Options:

- Blue button through, short sleeve shirt with CEW logo.
- Navy drill shorts with CEW logo.
- Navy broad-brimmed hat with school logo.

- White ankle or knee high socks (without brand names or other colours).
- Black lace up or strap and buckle school shoes. Unacceptable : boots, slip-on or ballet shoes, soft-soled or slipper-like canvas shoes, coloured laces.

#### Boys

- Blue button through, short-sleeve shirt with CEW logo (Optional plain white short-sleeved t-shirt underneath).
- Grey drill school shorts with CEW logo.
- Navy broad brimmed hat with school logo.
- Plain grey socks (without brand name or other colours).
- Black lace up school shoes. Shoes must have a solid, rigid sole. Unacceptable: boots, soft-soled shoes, or slipper like canvas shoes.

**Note : The school V-neck jumper is the only item to be worn to school and during school hours for extra warmth.**

### SUMMER SPORTS UNIFORM

#### Girls

- Red short-sleeve polo shirt with school logo.
- Navy unisex knit sports shorts and CEW logo (Not too tight or too short).
- Navy broad brimmed hat with school logo.
- White ankle socks, visible above the sports shoe (without brand names or other colours).
- Predominantly white, grey or black lace-up sports shoe that provide support for the student's ankles and cushioning while running and playing sport. Unacceptable : lace-up or slip-on canvas shoes, skate shoes, lightweight slip on casual shoes. Dunlop volleys are not a suitable sports shoe.

#### Boys

- Red short-sleeve polo shirt with school logo.
- Navy unisex knit sports shorts and CEW logo (Not too tight or too short).
- Navy broad brimmed hat with school logo.
- White socks, visible above the sports shoe (without brand names or other colours).
- Predominantly white, grey or black lace-up sports shoe that provides support for the student's ankles and cushioning while running and playing sport. Unacceptable : lace-up or slip-on canvas shoes, skate shoes, lightweight slip on casual shoes. Dunlop volleys are not a suitable sports shoe.

**Note: The school tracksuit or CEW college tracksuit jacket and track pants are the only items to be worn to school and during school hours for extra warmth.**

### WINTER UNIFORM

#### Girls

- Blue button through, long-sleeve shirt with CEW logo (Optional white skivvy or plain white long-sleeve t-shirt underneath).
- Navy V-neck jumper with school logo embroidered;
- Royal blue check pinafore with button shoulder (Foundation to Yr 2) - must be worn 10cm below the knee.
- OR
- Royal blue check skirt, mid-calf length (Yr 3 – Yr 6) - must be worn 20cm below the knee and above the shoes (may be worn by Yr 5/6 girls who are transitioning to CCW).
- Navy tights or navy socks.
- Black lace-up or strap and buckle shoes.

#### Girls Winter Options:

- Blue button through, long-sleeve shirt with CEW logo (Optional white skivvy or plain white long-sleeve t-shirt underneath).
- Navy V-neck jumper with school logo embroidered.
- Navy gabardine pant with CEW logo embroidered below pocket OR senior pant with CEW logo embroidered below pocket (may be worn by Yr 5/6 girls who are transitioning to CCW).
- Navy socks.
- Black lace up or strap and buckle school shoes.

#### Boys

- Blue long-sleeve button through cotton shirt with CEW logo (Optional white skivvy or plain white t-shirt underneath).
- Navy V-neck jumper with school logo embroidered.
- Grey drill school trousers or shorts with CEW logo.
- Plain grey socks (without brand or other colours).
- Black lace up school shoes.

**Note : The CEW spray jacket or sleeveless vest, navy gloves, navy or white scarf with CEW logo and/or navy beanie with CEW logo are the only items to be worn to school and during school hours for extra warmth.**

### WINTER SPORTS UNIFORM

#### Girls

- Red short sleeve polo shirt with school logo (Optional plain white short sleeve t-shirt underneath).
- Navy sports windcheater with stripe collar and school logo (Foundation to Yr 6).
- Navy boot-leg slacks with CEW logo (Foundation to Yr 6).
- OR

- CEW college tracksuit jacket (maybe worn by Yr 5/6 students who are transitioning to CCW).
- CEW college track pants (maybe worn by Yr 5/6 students who are transitioning to CCW).
- White socks, visible above the sports shoe (without brand names or other colours).
- White lace-up sports shoe that provides support for the student's ankles and cushioning while running and playing sport.

#### Boys

- Red short-sleeve polo shirt with school logo (Optional plain white short sleeve t-shirt underneath).
- Navy sports windcheater with stripe collar and school logo (Foundation to Yr 6).
- Navy sports track pants with CEW logo (Foundation to Yr 6).
- OR
- CEW college tracksuit jacket (may be worn by Yr 5/6 students who are transitioning to CCW).
- CEW college track pants (may be worn by Yr 5/6 students who are transitioning to CCW).
- White socks, visible above the sports shoe (without brand names or other colours).
- White lace-up sports shoe that provides support for the student's ankles and cushioning while running and playing sport.

#### Hats & Sunscreen

In terms of personal protection from the sun and in line with Sunsmart regulations students must wear a school hat during Terms 1 and 4, or when the UV index is 3 or above, whilst outside school buildings during lunchtime, recess and physical education classes. The application of sunscreen during the day is recommended.

#### Jewellery

- One watch.
- One fine chain necklace with small cross.
- One simple ring.

**Unacceptable: bangles or bracelets, except school endorsed wristband.**

#### Hair & Makeup

Extreme hairstyles including, but not limited to, dreadlocks, spikes, mo-hawks, rat tails and beading, will not be tolerated. Whilst CEW recognises that hairstyles are a matter of individual style and taste, adherence to a uniform appearance means that we expect students to keep their hair neat and clean. Hair colour should remain within the natural variations of brown, black, red or blonde. Long hair may need to be tied back for safety reasons. Hair bands, ties and ribbons in navy or school colours (sky blue/red/gold) may be worn.

**Unacceptable: Coloured nail polish, lipstick, blush, eyeliner and eye shadow. Girls may wear a light covering of foundation that matches their skin tone.**

#### Prohibited items include:

- Hats and beanies (other than school hat or CEW beanie), caps or berets.
- Visible tattoos.
- Spacers.
- Visible body, facial or tongue piercings. Students with piercings must wear clear, plastic retainers, not jewellery.

# PARTNERSHIP BETWEEN SCHOOL & HOME



At St Monica's we value the partnership between home and school. Parents will always be the first educator of their child and we work together to ensure every child is challenged and supported. There are many avenues for communication between home and school and we encourage families to stay in regular contact with classroom teachers.

## COMMUNICATION

Every fortnight a newsletter is published on the school website and emailed to families.

### Area Newsletters

At the start of every term, each area sends home a newsletter outlining the activities and key learning's your child will be involved in for that term. It is distributed to each child during the first week of each term.

### Email

Teachers email families regularly to update them about what is happening in the classroom. Email is an effective way of contacting classroom teachers. To ensure good communications between home and school, it is important that email addresses are current.

### School Website

Check out our school website regularly for the latest news. [www.smwodonga.catholic.edu.au](http://www.smwodonga.catholic.edu.au)

### Student Reports & Learning Advisor Meetings

At St Monica's all students receive a series of dynamic comments and reflections around their learning each term. These comments cover one topic area per comment, with parent receiving up to date information about the learners strengths and areas for improvement. At the conclusion of each semester each student receives a reflection against the Victorian curriculum standard progressions. All comments are accessed via our Parent Assessment Module online and allow parents an avenue to respond and provide feedback.

Learning Advisor meetings are held in terms one and three. These LA meetings are an important part of the reporting process, enabling clear and effective communication between the student, parents and school. It is expected that each family attend these meetings. We also encourage the communication that is established in these meetings to continue as required throughout the year.

### School Facebook

A St Monica's Facebook page is available for communication from school to home. It is a closed group so only current parents of St Monica's students are members. It is a communication board from school to home and not a discussion board. We encourage all families to join our page as it provides regular important updates and information.

# PARENT TEAM LEADER



Georgia Vujic

### St Monica's Community and CEW Parent Representation

We always welcome parents who volunteer to assist in various roles around the school.

The St Monica's Parent Representative on the CEW (Catholic Education Wodonga) Group is Georgia Vujic. CEW is a governance structure for the four Catholic Schools in Wodonga with the purpose of developing a shared vision and structure for Catholic education amongst the schools.

The role of the St Monica's representative is to provide support to the CEW Group, represent St Monica's views and have input on issues such as strategic direction, policy review and development, annual reporting, finance, maintenance, consultation with community, staff, students and parents.

Georgia is also one of our Parent Engagement Representative at the School. She is here to help families settle in, encourage them to become involved and to help out with social activities and fundraising. She is also keen to hear of any ideas which might benefit the school.

If there is anything which you want to share with Georgia, in either of her roles, please text her on 0417 258189, or [georgiav@hotmail.com.au](mailto:georgiav@hotmail.com.au)

We have strong parental involvement at St Monica's. We have a strong belief that every school can improve and we do this in partnership with parents, students and staff.



# SCHOOL FEES FOR 2021

**Family Fee**

The 2021 Family Fee for St Monica’s Primary School is \$1,882.00 per year. Please refer to the table below for payment frequency options..

**Please note: The family fee is inclusive of the capital levy, program levy and diocesan land levy.**

**Student Fee**

The student fee for primary students reflects the cost of the learning and teaching program at different year levels. A table showing payment increase across year levels is included below.

**2021 School Fees**

Primary Student Enrolment	Annual Fee	Fee Per Term (4)	Fee per Month (10)	Fee per Fortnight (20) D/Debit	Fee per Week (40) D/Debit
FAMILY FEE	\$1,882	\$470.50	\$188.20	\$94.10	\$47.05

**Add Student Fee**

FOUNDATION	\$631	\$157.75	\$63.10	\$31.55	\$15.78
YEAR 1	\$631	\$157.75	\$63.10	\$31.55	\$15.78
YEAR 2	\$631	\$157.75	\$63.10	\$31.55	\$15.78
YEAR 3	\$660	\$165	\$66	\$33	\$16.50
YEAR 4	\$660	\$165	\$66	\$33	\$16.50
YEAR 5	\$1,092	\$273	\$109.20	\$54.60	\$27.30
YEAR 6	\$1,092	\$273	\$109.20	\$54.60	\$27.30

The student fee does not include fees for other extracurricular activities that vary across year levels, depending on the activity.

**Finance**

The school depends on parents to contribute financially to the running of the School by paying school fees on a regular basis. Families will be billed over the three terms for the year. Payment is due at the beginning of the first three terms however regular direct debit is strongly preferred. Term 4 is a time for finalising accounts for families who are paying by weekly, fortnightly or monthly instalments.

**Billing**

Invoices will be prepared and sent by your school. A Direct Debit form will be sent with your invoice or can be downloaded from the school website.

All existing Direct Debit arrangements will continue unless notice is given to the school.

**Payment Arrangements**

The school’s preferred payment option is Direct Debit or Credit Card deduction. Other payment options are Centrepay, Cheque, Cash or EFTPOS. Any other arrangement is to be discussed with the School Principal and subject to approval.

The following payment frequencies are available for your convenience:

- Fortnightly / Weekly.
- Monthly – from February to November (10 mths) – 15th of each month.
- Quarterly – Due in February, May, August and November – 15th of each month.
- Annual – Payment by 31st March is requested.

**Fee Assistance**

It is an obligation binding parent(s)/guardian(s) who believe they may be unable to pay the fees in full, that they discuss this with the School Principal as soon as possible. Assistance may be available to families in cases of financial hardship.

For further information, please contact the school.

**School Terms 2021**

TERM 3	12 July – 17 September 2021
TERM 4	4 October – 15 December 2021

**School Terms 2022**

TERM 1	28 January – 8 April 2022
TERM 2	26 April – 24 June 2022
TERM 3	11 July – 16 September 2022
TERM 4	3 October – 20 December 2022*

\*Dates subject to change

**Daily Timetable**

SESSION 1	8.45am - 10.45am
SESSION 2	11.25am - 1.55pm
SESSION 3	2.25pm - 3.10pm

STEPS OF ENROLMENT



**Step 1** Complete pre enrolment form and return to St Monica's.



**Step 2** We will organise an interview date.



**Step 3** Interview with parents, child and principal.\*



**Step 4** Letter of offer with a request for a non-refundable \$50 enrolment fee will be sent.



**Step 5** Confirm your acceptance by paying a non-refundable \$50 enrolment fee.



**Step 6** You'll be sent a letter with confirmation of enrolment, plus more comprehensive enrolment form, and the dates of transition/orientation activities.

\*You will need to bring along copies of your child's birth certificate, baptism certificate and immunisation certificate

Enrolment Commitment

In Australia we have celebrated many years as a Catholic School System. It was a system set up to be alternate to the state school system of schools. Its basis for existence is the firm belief in Christ being central to all we do in educating our children. With this belief comes the responsibility of members of the community to actively participate in the life of both school and parish.

Before accepting enrolment for your child you are asked to reflect on the following expectations which are based on the firm belief in the partnership between home and school.

That as parents you:

- Accept the responsibility for helping your child to respond, as a member of a faith community, to his/her Baptism by guiding him/her towards fuller participation in the Sacramental life of the Catholic Community.
- Ensure that your child experiences the faith dimension of the Catholic Education Wodonga community.

- Support the ongoing education of your child by participating in school activities such as liturgies and school assemblies where possible.
- Support school policies in the areas of discipline, uniform and behaviour which are designed to reflect the Gospel values on which Catholic Schools are founded.
- Become involved in the school community where possible by attending meetings, functions and projects, assisting the teacher in the classroom, etc.
- Pay school fees.

Custody Orders

The school would appreciate you sending a certified copy of a Court Order if you have sole custody of your child/children. If you delegate a friend or relative (unknown to us) to take the child/children from school for you, a phone call or a note from you advising us of this saves us and your friends or relatives from an embarrassing situation when permission has to be refused or permission sought.

WHAT SHOULD MY CHILD BRING TO SCHOOL?

The CEW School Bag (see school uniform list). Make sure the school bag is well labelled and has visible attachment to assist children to identify their bag. Also needed are a lunch box and drink-bottle.

All outer clothing which children may be required to remove must be clearly labelled with the child's name. This will ensure your child does not lose any part of his/her uniform or any costly personal property. Please check label periodically to ensure the name has not washed off and that in fact it belongs to your child.

No toys (including swap cards) are to be brought to school unless under teacher direction.

Handy Hints for Parents

It is a big change for a five year old to pass from the intimacy of the family circle to school life. Here are some practical ways in which you can help the transition. Over the next two months try to let your child get used to:

- Putting on and taking off clothes eg. tucking in shirts, doing up buttons and putting on jumpers.
- Putting on and doing up shoes.
- Eating and drinking without help.
- Using a handkerchief or tissue.

It is important that your child knows how to:

- Open and close lunch boxes and drink bottles.
- Use and flush the toilet and wash their hands unassisted.
- Ask clearly for things. Could a teacher understand your child?
- Say his/her name and address.
- Recognise name/property.
- Recognise name among others.

Also try to let your child get used to:

- Playing with groups of children of the same age. (Encourage your child to share toys and take turns.)
- Using playground equipment safely.
- Staying at friends or relatives houses for a few hours without you around.
- Caring for and putting away belongings.
- Helping with small jobs around the house.
- Relating the good and happy activities of the school day.
- Knowing what to do if parents are late.
- Following simple instructions.

Some weeks in advance rehearse with your child, in a spirit of play, the different situations to be met with in school life:

- Opening and closing the school bag.
- Unpacking and eating the school lunch (a sensible amount).
- Dressing for school and making the journey to and from school.
- Being away from home for short periods.
- Listening to stories, looking at pictures and talking about them.
- Greeting friends and family members by name.
- Learning to line up and wait their turn.
- Learning to be a good sport when losing a game.

Oral Language

"Learning to speak and listen starts with you at home." Most children in primary school years are able to use language readily to report on past experiences, to look ahead and predict, to look at possibilities and draw conclusions.

Learning to speak and listen starts with you at home. Try to:

- Talk to your child about what you're both doing.
- Listen to your child carefully.

Answer many of the endless questions.

- Read a story every day, maybe at bedtime.
- Borrow children's books and toys from your local library.
- Teach songs, rhymes, jingles, the names of colours and of parts of the body.
- Count things. Does your child know what the number means? Try activities like asking your child to set the table and count the plates etc. Also count backwards.
- Sort and match collections of things like fruit, clothes etc.
- Ask your child to follow simple instructions, such as, "Take off your shoes and put them on the veranda."
- Take some time to play with your child; find out about their ideas and feelings.
- The importance of listening to children cannot be overemphasised.
- Don't cut in on your child when they try to explain things. Ensure they talk their way through things.
- Don't carry your child's bag for them. They can and should be taught to manage.





St Monica's is committed to being a Child Safe school. The St Monica's community is fully aware of the responsibilities and obligations they have to all children. This is critical to ensure the school upholds the basic understanding that all children have the right to feel safe at all times.

## CHILD SAFE SCHOOL

The Seven Child Safety Standards are as follows:

1. Leadership of Cultural Change.
2. Child Safety Policy.
3. Child Safe Code of Conduct.
4. Human Resource Management.
5. Reporting and Responding to allegations.
6. A Risk Management Approach.
7. Participation and Empowering of Children.

All parent volunteers must sign a St Monica's School Code of Conduct and require a Working with Children's check before volunteering at school.

You can apply for one of these at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

# ST MONICA'S PRIMARY SCHOOL CONTACT LIST

### Forms of communication with the school are as follows:

**Email** [principal@smwodonga.catholic.edu.au](mailto:principal@smwodonga.catholic.edu.au)  
**Web** [www.smwodonga.catholic.edu.au](http://www.smwodonga.catholic.edu.au)  
**Facebook** St Monica's Primary School  
(This is a closed group, available to immediate family members of St Monica's students. You must request to join.)

**Parish Priest**  
Father Junjun Amaya  
Wodonga Catholic Centre  
Beechworth Road, Wodonga, Vic 3690  
02 6024 3366

**Assistant Priest**  
Father Dean

**Principal**  
Ms Jacqui Partington  
[principal@smwodonga.catholic.edu.au](mailto:principal@smwodonga.catholic.edu.au)

**Deputy Principal**  
Mr Zac Fulford  
[zfulford@smwodonga.catholic.edu.au](mailto:zfulford@smwodonga.catholic.edu.au)

**Senior Leader, Learning & Teaching**  
Jack Neil  
[jneil@smwodonga.catholic.edu.au](mailto:jneil@smwodonga.catholic.edu.au)

**Leader of Learning Support**  
Danielle Topalovic  
[dtopalovic@smwodonga.catholic.edu.au](mailto:dtopalovic@smwodonga.catholic.edu.au)

**Leader of Catholic Identity**  
Ngaio Baker  
[nbaker@smwodonga.catholic.edu.au](mailto:nbaker@smwodonga.catholic.edu.au)

**Finance Officers**  
Michelle Graf/Jenny Critchley  
[mgraf@smwodonga.catholic.edu.au](mailto:mgraf@smwodonga.catholic.edu.au)  
[jcritchley@smwodonga.catholic.edu.au](mailto:jcritchley@smwodonga.catholic.edu.au)

**Administration**  
Kirsty Hibberson  
[khibberson@smwodonga.catholic.edu.au](mailto:khibberson@smwodonga.catholic.edu.au)

**CEW Project Officer**  
Jemma Galvin  
[jemma.galvin@ccw.vic.edu.au](mailto:jemma.galvin@ccw.vic.edu.au)

**CEW Representative & Parent Team Leader**  
Georgia Vujic  
[georgiav@hotmail.com](mailto:georgiav@hotmail.com)

**Foundation Learning Leader :**  
Courtney Turnbull  
[cturnbull@smwodonga.catholic.edu.au](mailto:cturnbull@smwodonga.catholic.edu.au)

**1-2 Learning Leader**  
Sarah Flood  
[sflood@smwodonga.catholic.edu.au](mailto:sflood@smwodonga.catholic.edu.au)

**3-4 Learning Leader**  
Susan Robertson  
[srobertson@smwodonga.catholic.edu.au](mailto:srobertson@smwodonga.catholic.edu.au)

**5-6 Learning Leader**  
Sally Handford  
[shandford@smwodonga.catholic.edu.au](mailto:shandford@smwodonga.catholic.edu.au)

**School Counsellor**  
Maria Hutchings  
[mhutchings@smwodonga.catholic.edu.au](mailto:mhutchings@smwodonga.catholic.edu.au)

**Defence Transition Aide**  
Jacqui Boehringer  
[jboehringer@smwodonga.catholic.edu.au](mailto:jboehringer@smwodonga.catholic.edu.au)

**Outside School Hours Director**  
Emily Elliott  
[eelliott@smwodonga.catholic.edu.au](mailto:eelliott@smwodonga.catholic.edu.au)  
0417 243 151



**St Monica's**  
PRIMARY SCHOOL WODONGA

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Visit our website to read  
our fortnightly newsletter!