



PARENT INFORMATION BOOKLET 2024



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



Chris Todd
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 is lived daily.

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 2024.

Sincerely,

A handwritten signature in white ink on a dark blue background. The signature is stylized and appears to be 'Jacqui Partington'.

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 500 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.

At St Monica's we believe that it is our moral purpose to ensure the academic success of all students to maximise their opportunities and outcomes in life.

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.

Positive Education and Social Emotional Program

Our Positive Education and Social Emotional program aims to offer students the opportunity to understand the relationships between emotions and behaviours in relation to their own self-worth, academic achievement, wellbeing and ability to self-regulate.

The explicit & integrated teaching of Social and Emotional capabilities through our SEL program offer students the opportunity to learn, develop and utilise strategies in real life situations where they face day to day challenges.

Our Social Emotional program focuses on the following key areas:

- Self-awareness
- Self-management
- Social awareness
- Relationship skills
- Responsible decision making
- Managing conflict
- Cooperation
- Developing leadership skills
- Fostering a safe & inclusive community

Our Positive Education program focuses on allowing our students to flourish and develop key elements of their character as to positively engage in relationships and enhance mental health and wellbeing. Some of the key Character Strengths include:

- Resilience
- Creativity
- Justice
- Prudence
- Zest
- Teamwork
- Honesty
- Perseverance
- Independence
- Mindfulness
- Respect
- Gratitude
- Care
- Persistence





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" invites students to not just be more like Christ in how we act, but to carry out the work of Christ in 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.

Our School, deeply influenced by the Sisters of Mercy charism, is dedicated to instilling values of compassion, justice and service. Guided by Catholic social teachings, we inspire students to champion social justice, fostering a commitment to mercy and equality. Our goal is to nurture compassionate leaders who actively contribute to a more just and inclusive world.

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, Earthcare, FIRE Carrier program, Leadership Project Compassion, 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. Country is acknowledged by our FIRE carrier students whom have had the opportunity throughout

the year to lead our school in reconciliation. Each classroom has a prayer table, prayer book, pottery, 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 outside of school hours to suit parent/carer involvement. 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/Liturgies

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. Other whole school masses and liturgies respond to the liturgical year. 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.



Restorative Practice

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 Mentor

St Monica's is fortunate enough to have a Defence School Mentor. The Defence School Mentor 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

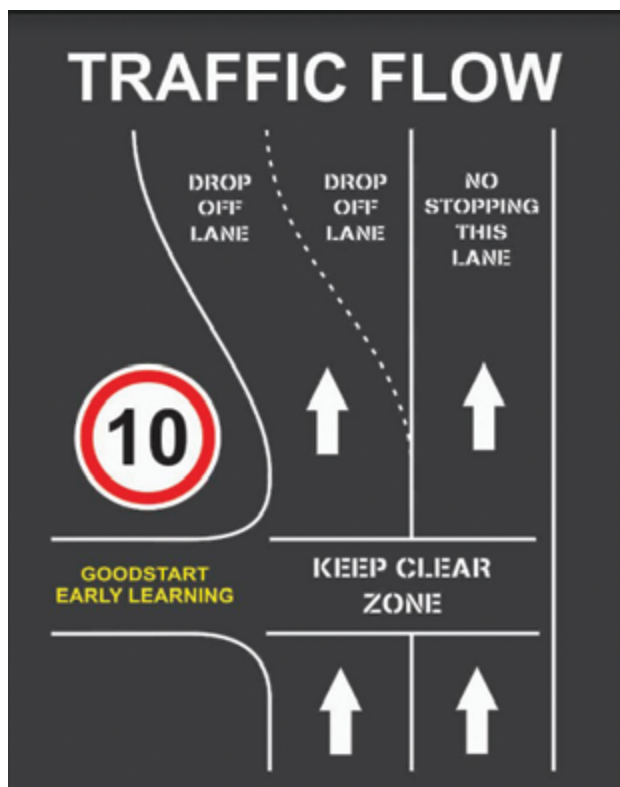
If your child is unwell it is best that they remain at home until they are well enough to come to school. It is the parent's responsibility to make sure their child is well enough to attend school. If your child is unwell or injured at school they will be sent to Sick Bay to have First Aid administered. 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.

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.

Amy Murray
Bus Coordinator
Wodonga Senior Secondary College
80 Brockley St, Wodonga, 3690
Phone: (02) 6043 7500

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 - 9.15am

Saturday Evening - 5.00pm

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.

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



Fr Adi

Parish Priest

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.

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

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.



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 eroberts@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.

SCHOOL UNIFORM

School uniform is compulsory at CEW schools.

Correct uniform must be worn in its entirety to and from school, with no additional items worn to, from or at school.

Uniform items, other than shoes and socks, must be purchased from the CEW Uniform Shop. All CEW uniforms will carry either a school or CEW monogram.

All CEW Schools will enforce this policy.

Please refer to our Primary School Uniform Guidelines document for more information.

THE CEW UNIFORM SHOP

In store – Wodonga Catholic Parish Centre,
Corner of Mark and Beech St, Wodonga

Online – For all online orders,

- Visit shop.alintaapparel.com.au
- Create an account to login. When registering as a parent, the 'school' to select is 'Catholic Education Wodonga'.

Hours – Current Uniform Shop hours can be found at:
catholiceducationwodonga.vic.edu.au/uniform

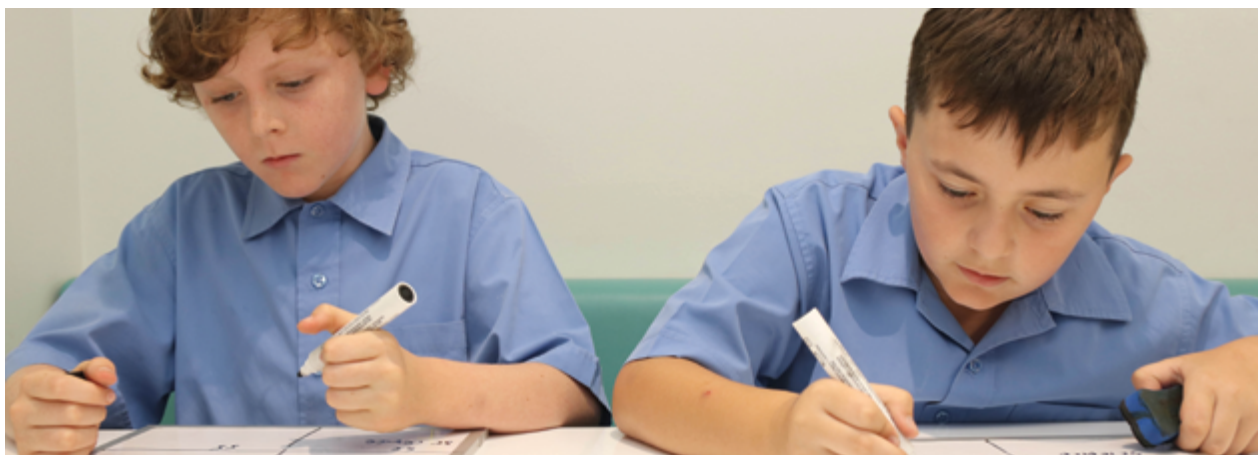
Contact

Mobile – 0481 294 698

Email- cew@alinta.com.au



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

Parent Access Module (PAM)

Every parent/carer of a student will have a Parent Access Module (PAM) account created.

Through PAM families can:

- Notify of student absences, late arrivals or leaving early
- Give consent for school activities
- View student reports
- View student attendance data
- Update student medical profile

PAM accounts can be accessed via web browser pam.smwodonga.catholic.edu.au or via the Simon Everywhere application that can be downloaded to your phone.

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

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.

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.

Any absences or early pick up information can be emailed to absence@smwodonga.catholic.edu.au

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

ENGAGEMENT REPRESENTATIVE'S AT ST MONICA'S



Fiona Shanks

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 Fiona Shanks. 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.

If there is anything which you want to share with Fiona;

Fiona: 0457 591 059

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 2024

Family Fee

The 2024 Family Fee for St Monica's Primary School is \$2,107 per year. This one fee is applicable no matter how many children you have attending the one school. 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 across each year level is included below.

2024 School Fees

Primary Student Enrolment	Annual Fee	Triannual Payment (3)	Fee Per Month (9)	Fee Per Fortnight (18)	Fee Per Week (36)
FAMILY FEE	\$2,107.00	\$702.33	\$234.11	\$117.05	\$58.53

Add Student Fee

FOUNDATION	\$706.00	\$235.33	\$78.44	\$39.22	\$19.62
YEAR 1	\$706.00	\$235.33	\$78.44	\$39.22	\$19.62
YEAR 2	\$706.00	\$235.33	\$78.44	\$39.22	\$19.62
YEAR 3 (including camp)	\$1,258.00	\$419.33	\$139.77	\$69.88	\$34.94
YEAR 4 (including camp)	\$1,336.00	\$445.33	\$148.45	\$74.22	\$37.11
YEAR 5 (including camp)	\$1,433.00	\$477.66	\$159.22	\$79.61	\$39.80
YEAR 6 (including camp)	\$1,433.00	\$477.66	\$159.22	\$79.61	\$39.80

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

Example:

If you have a student in Foundation and Year 3 the yearly fee would be

\$2,107.00	Family Fee
+ \$ 706.00	Foundation Student Fee
+ \$1,258.00	Year 3 Student Fee
= \$4,071.00	Total for 2024



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

All families **MUST** complete the "Direct Debit Authority" by the start of the year and scheduled payments will be set up by the school to pay either by Credit Card, or Direct Deposit.

Direct Debits will be set up at the start of the year for weekly (36 weeks), fortnightly (18 fortnights), monthly (9 months), triannual (3 payments) or yearly payment options.

Centrepay is available for Centrelink recipients to have payments deducted from their benefits.

Any other payment methods not mentioned above must be discussed with the School Finance Officer and subject to approval.

Your Obligation

As part of your enrolment contract you have legally agreed to a financial commitment and are legally bound to pay fees and charges for your enrolled child.

The following payment frequencies are available for your convenience:

- Fortnightly / weekly – Direct Debit via bank account or credit card (Fridays).
- Monthly – from February to October (9 payments) – 15th of each month
- Triannual - Due in March, June and September (3 payments) – 15th of each month
- Annual – no later than 31st March (1 payment).

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 Finance Officer as soon as possible.

Assistance may be available to families in cases of financial hardship.

Please Note

Participation in the Year 3, 4 and 5/6 camps are compulsory and a requisite to the school curriculum, fee refunds will not apply. Schools outlay a set amount to fund the provision of camps in their annual budget based on the full complement of students attending. Fee assistance may be available to cover the cost in part or full for families facing financial hardship.

For further information, please contact the Finance Officer, Kylie Myers.

School Terms 2024

TERM 1	30 January - 28 March 2024
TERM 2	15 April - 28 June 2024
TERM 3	15 July - 20 September 2024
TERM 4	7 October - 20 December 2024

School Terms 2025

TERM 1	28 January - 4 April 2025
TERM 2	22 April - 4 July 2025
TERM 3	21 July - 19 September 2025
TERM 4	6 October - 19 December 2025*

*Dates subject to change

Daily Timetable

SESSION 1	8.45am - 10.45am
SESSION 2	11.40am - 1.40pm
SESSION 3	2.10pm - 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 Child Safe Standards

Child Safe Standard 1 - Relevant entities establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

Child Safe Standard 2 - Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Child Safe Standard 3 - Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

Child Safe Standard 4 - Families and communities are informed, and involved in promoting child safety and wellbeing.

Child Safe Standard 5 - Equity is upheld and diverse needs respected in policy and practice.

Child Safe Standard 6 - People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Child Safe Standard 7 - Processes for complaints and concerns are child focused.

Child Safe Standard 8 - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Child Safe Standard 9 - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Child Safe Standard 10 - Implementation of the Child Safe Standards is regularly reviewed and improved.

Child Safe Standard 11 - Policies and procedures document how the relevant entity is safe for children and young people.

ST MONICA'S PRIMARY SCHOOL CONTACT LIST

Forms of communication with the school are as follows:

Email principal@smwodonga.catholic.edu.au

Web 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 Adi

Wodonga Catholic Centre

Beechworth Road, Wodonga, Vic 3690

02 6024 3366

Principal

Ms Jacqui Partington

principal@smwodonga.catholic.edu.au

Deputy Principal

Mr Chris Todd

christodd@smwodonga.catholic.edu.au

Senior Leader, Learning & Teaching

Jack Neil

jneil@smwodonga.catholic.edu.au

Learning Diversity Leader and Catholic Identity Leader

Danielle Topalovic

dtopalovic@smwodonga.catholic.edu.au

Human Resources Leader

Jenny Krueger

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Finance and Enrolment Officer

Kylie Myers

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Administration Officers

Kirsty Hibberson

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Jo Cox

jcox@smwodonga.catholic.edu.au

CEW Representative & Parent Team Leader

Fiona Shanks

fiona@fionashanks.com.au

School Psychologist

Maria Hutchings

mhutchings@smwodonga.catholic.edu.au

Defence School Mentor

Maura Hansen

defence@smwodonga.catholic.edu.au

Instructional Coaches

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Community Engagement Leader

Anne- Marie Hoodless

ahoodless@smwodonga.catholic.edu.au

Sport Leader

Jake Hicks

jhicks@smwodonga.catholic.edu.au

Speech Pathologist

Jess Glass

jglass@smwodonga.catholic.edu.au

Outside School Hours Director

Emily Roberts

eroberts@smwodonga.catholic.edu.au

0417 243 151



St Monica's
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Visit our website to read
our fortnightly newsletter!