



ST KIERAN'S

CATHOLIC SCHOOL | MOUNT ISA
love learning

Information Book



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Principal's Introduction

We welcome you and your family to our school. We work hard at St Kieran's to maintain a happy and hardworking community, where each person is important and valued. We appreciate and encourage strong parental involvement in the life of our school. We believe that children achieve their true potential when parents feel comfortable being an active part of school life. Children need the encouragement to take pride in themselves, their family and school and have a natural potential for learning. It is important as parent that you also help guide your child/ren in the right direction as their first educator in their life.

A family is a place
to cry and laugh
and vent frustrations,
to ask for help
and tease and yell,
to be touched and hugged and smiled at.

A family is people
who care when you are sad
who love you no matter what,
who share your triumphs,
who don't expect you to be perfect,
just growing with honesty in your own decision.

A family is a circle
where we learn to make good decisions,
where we learn to think before we do,
where we learn integrity and table manners
and respect for other people;
where we are special
where we listen and are listened to,
where we learn the rules of life
to prepare ourselves for the world.

**The world is a place where anything can happen, if we grow up
in a loving family we are ready for the world.**

Mission Statement

As learners, we are united to love God, love on others in an enriching educational environment where all families feel a sense of belonging as a community of believers.

History of our school

St Kieran's was officially opened on 17 March, 1985, as a result of the rationalization of Mount Isa's four Catholic Primary schools. Previous to this St Kieran's was an all-boys high school, run by the Christian Brothers, on the grounds of the now Good Shepherd Catholic College. The new St Kieran's Catholic School on the Short Street campus continued a tradition in the West, initially headed by a member of the Josephite Order, Sr Jenny Scari (St Mary of the cross Mackillop). St Kieran's fascinating history has created an interesting Charism founded on the charisms of Edmund Rice and the schools patron saint is St Kieran of Saighir.

St Kieran's is very multicultural with families sharing a variety of backgrounds and cultures. We endeavour to build a community in which each person is valued, living in harmony with and caring for each other and have a sense of belonging.

Positive participation by all members of the school community - parents, children, staff and parishioners - is encouraged through respectful, open communication. St Kieran's community is very special in the way it values each person as an individual yet works together in support of each other. Our School Motto, "Love God. Love One Another, Love Learning." is very meaningful for our school community and underpins all we do.

At present the staff comprises of full time teachers, part time teachers, school officers, employed in various capacities and programs, administration staff, ancillary staff and a principal. Teaching staff are all fully registered with the Queensland College of Teachers and all hold Bachelor or higher degrees. Staff is comprised of a mix of older and younger teachers with a strong commitment to Catholic Education.

Our School Charism

St Kieran's Catholic School is founded on the charism of Edmund Rice and the Christian Brothers. A charism is a gift from God for the Church and is the special way a person approaches life.

Edmund Rice charism may be summarised as:

- His compassion and love for the poor
- A radical trust in the Providence of God
- Found in the story of Jesus the call to liberation
- Addressing the social and political realities of the world
- Recognised the dignity of each individual person
- Called to provide education that is transformational and liberating within the reign of God for the world

Since the founding of St Kieran's Catholic School, Mount Isa in 1985, staff, families and children have endeavoured to live out Edmund Rice charism.

Our School Patron Saint



St Kieran Saighir was one of the first Irish saints. When he was 30 he went to Rome to learn about the new religion Christianity. He became a bishop there. Upon his return to Ireland 20 years later, Kieran met St Patrick. St Patrick gave him a bell. St Patrick told Bishop Kieran to build a Monastery where ever the bell rang. He went on to say that the bell would ring near a river or stream called Uaran in the middle of the country. The bell rang at Bellhill, Clareen. It was here that Kieran built his monastery with his Br animals (Br Bore, Br Dear, Br Fox, Br Wolf & Br Badger) and began his work of spreading the Good News of Christ.

School Motto

Our Motto is meaningful for our school and underpins all we do

“Love God. Love One Another. Love Learning”



Application for Enrolment

Every child, by law, must attend school between the ages of five and fifteen. A child must attain the age of five years before the 30 June in their Prep year. Prep enrolments are required to be submitted to the School before the end of Term 2 (before show holiday). Interviews will commence in Term 3 with Acceptance Letters posted out later in the term. Enrolments are accepted adhering to the Enrolment Policy a copy is also available on the School website.

PREPARATORY YEAR

Prep is full time and normal school hours apply. Baptism Certificates, Birth Certificates and Immunization Records are a requirement for enrolment. If there are any Court Orders regarding Access, child protection order, these need to be sighted and discussed, confidentially with the Principal at the interview.

Parental Commitment

Continuing commitment to the following conditions is expected:

- Parents should accept a commitment to give their child every opportunity to experience the fullness of their Faith at home and to give the child every opportunity and encouragement to practise it.
- Parents should support and encourage the Gospel Values and the standards of behaviour that these imply.
- Parents are expected to be supportive of school authorities, the school administration, the teachers and various organisations working towards the welfare of the school.
- Parents are requested to complete a General Consent Form, which allows teachers to plan for minor excursions near the school. This form overcomes the need for multiple permission forms.

School Hours

School commences at 8:20am and finishes at 2:45pm. Morning Tea (1st break) starts at 10:40am to 11:10am. Lunch (2nd break) starts at 12:40pm - 1:10pm.

The office opens Monday to Friday 8:00am to 4:00pm. The Uniform Shop hours are Wednesday 2:00pm to 3:30pm.

Attendance

Children are required to attend School from 8.25am to 2.45pm, Monday to Friday. If the child comes in late they need to go to the office to receive a late slip to take to the teacher. Rolls will be marked daily and absentees will be noted and parents informed if no note or phone call has been received. We have introduced electronic roll marking.

It is expected that children remain on school premises during these hours. If a child needs to leave the school grounds during this time, a parent/caregiver will need to come to the office first before collecting your child.

Absenteeism

Absence from school must be explained by a telephone call or email to the school on the morning of the absence. A note or personal contact from parents to the Teacher is required if children have to leave the school grounds during school hours for any purpose. If a parent has authorised an alternative carer during school hours, they must notify the school in advance, and the carer will need to show identification when picking up the child/ren from the office. If children are going to be taken out of school for any length of time (eg holidays, hospitalisation etc.) both Principal and Class Teacher must be notified beforehand in writing, telephone or personal contact.

It is realised that holidays must sometimes be taken outside school holiday times. If you have a choice, we recommend that the end of a term is preferable to the beginning of a new term when much new work is being introduced. **We see it as neither profitable nor possible to set formal, written activities for a student during a family holiday.**

EVERY MINUTE COUNTS....			
When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...
10 minutes a day	50 minutes of learning each week	Nearly 1½ weeks per year	Nearly ½ a year of school
20 minutes a day	1 hour and 40 minutes of learning each week	Nearly 2½ weeks per year	Nearly a year of school
½ hour a day	½ a day of learning a week	4 weeks a year	Nearly 1 ½ years of learning
1 hour each day	1 whole day of learning each week	8 weeks per year or nearly a term a year.	Over 2 ½ years of learning

Your child's best learning time is at the beginning of the day...

Check the time your school starts. DON'T BE LATE!



EVERY DAY COUNTS....				
A day here or there doesn't seem like much, but...				
When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...	This means that the best your child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 ½ a years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2 ½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

Give your child every chance to succeed...

Every day counts!



Parents can log into the Compass app to record their students sick or holiday absences.



Medication

Strict instructions from TCEO have been issued to schools concerning the giving of medication to children. ***Office Staff may give oral medication provided it is given strictly in accordance with instructions by the pupil's medical practitioner and is requested by the parents in writing. Non-prescribed oral medications (eg Panadol) will not be given.***

If your child needs Panadol during the day, it needs to be prescribed by a doctor and have a prescription label on it.

All medication is to be given to the school secretary with written instructions and must have a chemist sticker as prescribed by a doctor. A form needs to be signed by the parent/caregiver before medication can be administered.

N.B. Due to Legal ramifications, medication cannot be administered without a completed authorisation form. Doctors directions **must** be on the medication.

- Also, for the safety of the school community, children cannot keep medication on their person or in their school bag. In such cases as ventolin puffers, please speak with your child's teacher and/or office for clarification.

Supervision

School commences at 8:20am. Supervision is provided from 8:00am onwards. It is preferable that no child should arrive at school before 8:05am.

All play periods within the school day are fully supervised with a teacher on active duty. After school supervision is provided until 3:00pm. Any extended supervision is only provided by prior arrangement. All children should be collected from school by 3:00pm.

Children should not be in the school grounds outside of designated times or without special permission gained through the Principal and his/her delegate. Use of play equipment without adult supervision is never permitted. Students and younger or older siblings are not permitted to use the play equipment after school.

Illness and Accidents at School

The school endeavours to keep an up-to-date list of telephone numbers of parents - both home and work numbers where applicable. ***It is essential for any change in telephone numbers or additional numbers be given to the school secretary as soon as possible.***

Any ill child may be sent to the school office for a time. If the illness is considered serious, the parents will be notified and asked to take the child home. No child will be sent home if the parents cannot be contacted. In case of serious accident, the Ambulance is called to administer First Aid and may take the child to the hospital.

If your child is sick and you are not sure when he/she can return to school, please check the "Time Out" guide as this explains time away for sicknesses. <https://www.health.qld.gov.au/-data/assets/pdf-file/0022/426820/timeout-poster.pdf>

Correspondence

A weekly memo is emailed out every week with the week ahead. Also communication of school events are sent home in paperform and email in some instances. We also have a facebook page wich is updated daily with events, photos and notifications.

Parents are asked to send all notes, monies etc. to the school in sealed envelopes. Envelopes containing money should have the child's name and class, together with the "reason" for the money, written on the front.

Parent Involvement

Parents are the first and primary educators of their children. By enrolling at St Kieran's Catholic School, parents engage with the school in a partnership that provides an education for each child. Both school and parents share a common goal – 'the care and development of each child'. The school welcomes and searches for ways to encourage active participation of parents in the total life of the school, educationally as well as fundraising and social occasions. Parents bring a wealth of life experience and capabilities.

Parents can be involved with the Parent Engagement Meetings once a month. These meeting inform parents what is happening within the school and it also gives them a voice.

Appointments

Please telephone, giving your reasons, to make an appointment to see the Principal or members of the staff, so that a time mutually convenient can be arranged. If it is a confidential matter, please send a note. For teachers, this avoids wasting valuable teaching time and allows them to prepare information to make the meeting as fruitful as possible. For the Principal, it means avoiding interruption to administration and teaching.

General Communication

Both teachers and parents occasionally need to communicate beyond the above conference schedules. Parents should feel welcome to make an appointment in order to obtain a clear 'picture' of the progress of their child. In these circumstances please make an appointment time with your child's teacher.

Custody Matters

When the school is given proof that custody of a child rests with one parent only, the school will do what it can to ensure that the child returns home to the parent to whom custody has been granted. The parent should tell the child that if the other parent, or another person, attempts to collect the child from school, a teacher or the Principal should be advised immediately. The parent should advise the school by letter or telephone if permission is given to have the child collected by someone other than the person who has legal custody. A copy of the most recent court documents needs to be given to the school.

Parents are also advised that the school cannot take sides in such matters and can only act on the directions given by a court of law. Where parents separate, the school cannot take sides. It is up to the parents concerned to resolve the legal aspects in such cases and to provide the school with written proof of any decision handed down by the courts.

Transfer of Pupils

When leaving the school, parents should notify the office and Principal in writing to advise the last day of attendance and give the office a forwarding address. As a rule of thumb, interviews with parents will be required at your child's new school. Parents should take all relevant information such as report/birth certificates along at such times.

Families leaving our school may be asked to complete an exit survey as part of our continued renewal and finish up paying any type of school fees owing.

School Uniform

We hold in high esteem the importance of wearing the correct and full school uniform. Students are expected to be neatly dressed at all times to wear their uniform with a sense of pride.

This includes students wearing their full school uniform outside of school hours. Variations of the school uniform must be explained by a note signed by a parents, or a phone call to the office.

Shirts, shorts and skorts may be purchased from the office on Wednesdays between 2.00pm – 3.30pm. Hats may be purchased at any time. The school uniform is as follows:

SUMMER

Boys:

School Polo Shirt

(every day except PE lesson day)

Sport Shirt - (on PE day and sports day)

Bottle Green Shorts- rugby style

Black Leather Joggers- or standard black lace ups. (lace up or velcro, no slip ons) with no coloured markings.

Bottle Green Wide Brim Hat – NO CAPS

Plain White Socks - (above the ankle bone)

Girls:

School Polo Shirt

(every day except PE lesson day)

Sport Shirt - (on PE day and sports day)

Bottle Green Skort

Bottle Green Wide Brim Hat – NO CAPS

Plain White Socks - (above the ankle bone)

Black Leather Joggers- or standard black lace ups. (lace up or velcro, no slip ons) with no coloured markings.

Coloured Joggers or Slip-on shoes are not acceptable as everyday footwear with the school uniform.

WINTER:

Boys:

Bottle Green Tracksuit

School Sports Shirt

Plain White Socks - (above the ankle bone)

Black Leather Joggers- or standard black lace ups. (lace up or velcro, no slip ons) with no coloured markings.

Girls:

Bottle Green Tracksuit or Bottle Green Leggings

School Sports Shirt

Plain White Socks - (above the ankle bone)

Black Leather Joggers- or standard black lace ups. (lace up or velcro, no slip ons) with no coloured markings.

Due to the extremes of temperatures in Mount Isa, the tracksuit will generally only need to be worn for part of 2nd and 3rd Terms. As the weather warms up during most days, the tracksuit top can be removed, thus leaving tracksuit pants and the School Sports Shirt.

School Uniform (*Continued*)

Brightly coloured and patterned jumpers and/or tracksuits are not permitted.

HAIR

Neat and tidy hair is a requirement of this school and as such we value parent support to ensure students abide by this requirement.

- Extreme fashionable styles ie shaved pattern in hair, tracks or rats tails and hair dyes/cloured, will not be acceptable.
- Hair at shoulder length or longer must be tied back with a natural colour, green, gold or red ribbon or hair tie. Hair must be kept off the face.
- For Boys: Hair must be of a natural colour, shorter than collar length and kept off the face.
- Boys are not permitted to have a haircut shorter than a "number 2" and not of a radical style or draw attention,

The school Principal will decide the acceptability of any hairstyle.

JEWELRY

- Sleepers or studs (1 in each earlobe) in plain gold, silver or with a single gem stone
- Watches (no watches are to be worn that are related to a phone). If the watch has an alarm make sure it is turned off.
- Necklace a chain with a religious symbol on it.
- Signet rings are acceptable for girls.
- No nail polish is to be worn.

If unacceptable Jewellery is worn the school has no responsibility of it for being damaged / lost or stolen.

Students wearing incorrect uniform, without a parental note, will be given a uniform slip. Continual breaches will result in further consequences.

Lost Property

All property, especially clothing, belonging to your child is to be clearly marked with his/her name. Lost property is left in a clear tub outside the staffroom and parents and children are encouraged to check regularly for any items owned by your family. At regular intervals, all unclaimed and unnamed articles are donated to St Vincent de Paul or put into the emergency clothing pool at St Kieran's.

Electronic Devices

No electronic devices (eg mobile phones, ipods, ipads) are to be brought to School. If parents believe it to be a necessity, then this must be negotiated with the teacher/Principal and the electronic device will be stored – locked away in the School Office during School hours.

Phones - if your child has a mobile phone it needs to be given to the office in the morning & can be collected after the last bell.

Bicycles / Scooters

Upon arrival at school, children place bicycles in the rack provided. ***Bikes are not to be ridden within the school grounds. No child is permitted to touch another's bike.***

Scooters may be brought to school if they are able to be locked in the bike racks. No scooters are to be kept in bags or on bag racks/verandah.

Please make sure your child has a lock for them to lock their bike/scooter. There is a spare lock in the office if a lock is forgotten.

Tuckshop

The school tuckshop operates each Monday, Thursday and Friday's. Please note that it is closed on Tuesdays and Wednesdays. A healthy menu is available with Meal Deals on Thursday. Parents will be advised of these specials through the Week Ahead memos.

Parents can also order Tuckshop and Meal Deals on the Flexischools app. You will need to download the app onto a device and follow the prompts to set it up. Our school office will then print out labels and place them on tuckshop bags to be distributed to our Tuckshop for preparation.

Parents are asked to co-operate with the lunch order procedure suggested i.e. Writing child's name, grade and lunch order on a paper bag and including the correct change, if possible. Environment friendly reusable lunch bags are available from the school office.

Parents can also order tuckshop online using the Flexischools App. Orders will need to be placed before 9am on the day.



Tuckshop prices are subject to change and will be notified in the school newsletter. Generally speaking, healthy food (salad sandwiches etc) are provided as cheaply as possible. Ice blocks etc. are sold at recommended retail prices.



Schedule of School Fees for 2025

Students	Per Term			Full Year		Total Fees 2025
	Tuition Fee	School Levies Term 1,2,3	School Levies Term 4	Tuition Fee	School Levies	
1 Child	\$463.00	\$397.00	\$502.00	\$1,852.00	\$1,693.00	\$3,545.00
2 Children	\$695.00	\$579.00	\$789.00	\$2,780.00	\$2,526.00	\$5,306.00
3 Children	\$788.00	\$761.00	\$1,076.00	\$3,152.00	\$3,359.00	\$6,511.00

If you are the holder of a current Health Care Card, discounted fees will be charged. Please note the validity of your card must be confirmed each term before the discount will be applied.

Students	Per Term			Full Year		Total Fees 2025
	Tuition Fee	School Levies Term 1,2,3	School Levies Term 4	Tuition Fee	School Levies	
1 Child	\$138.00	\$397.00	\$502.00	\$552.00	\$1,693.00	\$2,245.00
2 Children	\$208.00	\$579.00	\$789.00	\$832.00	\$2,526.00	\$3,358.00
3 Children	\$236.00	\$761.00	\$1,076.00	\$944.00	\$3,359.00	\$4,303.00

Levies included in the above figures:

- Building Fund Levy - This levy is charged per family per term and covers the cost of Maintenance and upkeep of school buildings.
- Activity/Resource Levy - The Activity/Resource Levy is charged per student per term.

Levies NOT included in the above figures:

- Class Camps - TBA - Class camps are part of the school's curriculum and are held each year.

The above fees are subject to change each year.

Multi-School Discounts are also available if you have a child attending Good Shepherd Catholic College or St Joseph's Catholic School, please contact the school for paperwork to complete.

School Fees

School fee invoices are sent out in week 2 or 3 of each term. Fees are payable weekly, monthly, per term, per semester or on a yearly basis – whatever best suits each family. Our preferred method of payment is BPAY however we accept cash, eftpos, credit card or by direct debit organised with the office.

The school supports the Catholic Diocese of Townsville's position that no child be denied a Catholic Education in any of its schools because of financial difficulty. Where such circumstances exist, the Principal should be notified immediately. Genuine concerns will be dealt with sympathetically and confidentially. The following possible outcomes will be negotiated -

- extension of the payment period
- total or part exemption of fee payment

Where a family applies for exemption or part exemption of fees, that family will be asked to pay 'in kind' - i.e. some form of assistance will be given in improving the school in some way. The Principal and parents concerned will come to an agreement on such an arrangement.

We also offer a discount on Tuition fees if you hold a current Health Care Card with your student/s name on it. Present the current card to the Finance Secretary to arrange for this discount to be applied.

If you have siblings in another catholic school in Mount Isa there is a multi-school discount that you can apply for. See the Finance Secretary to complete this form for the discount to be applied.

If no advice is given to the Principal, and a family neglects to pay the agreed fees, over a period of time they may be taken to the debt collectors the enrolment of students concerned will be reconsidered at the end of the year. Further, in serious breaches of the goodwill extended, the matter may be placed in the hands of TCEO's legal representatives.

School Building Levy

All families with children in Primary School are required to pay a Building Levy. This money is partly used to pay Rates, Electricity, Insurance and Maintenance costs.

The levy is a family levy, so the family pays only one fee per term. As this is a compulsory payment, it is NOT tax deductible.

The levy is currently set below half the school fees and is of the same importance as school fees - it is a condition of enrolment in Good Shepherd Parish schools.

Activity/Resource Levy

This levy is charged per student per term and covers the cost of activities & resources of the school

Book Pack Levy

This levy is charged per student per term and covers the cost of class room materials that students need to complete their studies.

Swimming Lessons Levy

This covers the transport to and from the pool, entry into the pool and qualified swimming instructors to teach the students.



Curriculum

We are in the process of converting to Version 9 of the Australian curriculum. In 2025 we will be fully implementing V9 in English, Maths, Science, HPE and Technologies. We have a dynamic approach to curriculum delivery with 1:1 ipads in Prep & Year 1 and 1:1 Chromebooks for all students in Year 2 through to Year 6. We have a Specialist HPE Teacher (Mrs Carla Lloyd) and a specialist in Music (Mrs Karissa Smith) who take all classes (Prep through to Year 6) twice a week for specialist lessons.

Catholic Education

The Religious Education Curriculum is the Brisbane Catholic Education Religious Education Program. Children receive daily instruction and all aspects of faith development are covered in each class. APRE (Assistant to the Principal Religious Education) has been appointed and children from all classes are given opportunities to celebrate their faith through participation in Liturgies, Prayers and celebration of Mass.

Prayer is celebrated throughout each day and children are encouraged at frequent intervals to pray using a variety of formal and spontaneous styles. Meditation is conducted each day after 2nd Break.

The Parish Sacramental Team arranges preparation for the reception of Sacraments. Parents are actively involved in preparing their children for these celebrations and a season of Initiation is held in the Parish - usually between Easter and Pentecost. The Sacrament of Reconciliation is best experienced by children within a family setting and opportunities are provided for families to receive this Sacrament at frequent intervals.

Children are encouraged to contribute to the work of the Missions and other charities through fund-raising. Children can participate in our local mini-vinnies program.

Inclusive Education

At St Kieran's we offer Inclusive Education Programs to cater for students who require further extension and/or support with their learning. It is provided by qualified teachers and school officers, both in and out of the classroom.

The Rainbow Room is used for those students who require extra support and the Wahoo Thinking Program is for students who require additional learning challenges.



Swimming Program

Swimming classes are held for the whole school in Term 4. Parents are reminded that the swimming program is part of the school curriculum, and as such, all children are required to participate. Continued exemption must have the Principal's approval, and parents should contact them by letter in regard to this matter. Parental support is very much appreciated and needed in this area.

- Children are expected to attend swimming classes, as swimming is part of the school curriculum.
- Swimming fees are paid to the school.
- Children with infections are not permitted in the pool. The classroom teacher will assess such cases.
- Class teachers should be advised by note if special circumstances need to be considered during swimming lessons eg. ear infection.
- Children must bring a note from parents clearly indicating the reason for any temporary absence from swimming classes.
- All Children are required to wear a sun safe shirt and sunscreen.
- Children will be expected to obey the school and pool rules at all times.

Library

The school library strives to be of service to the community by promoting an interest in books. As a resource centre, the library enriches the educational development of the students and aids the teachers. Pupils are encouraged also to join the Mount Isa City Library.

Parents must accept responsibility for books issued in their child's name and must provide a library bag of reasonable size to protect books. A plastic shopping bag will suffice. Since books are expensive items, parents would be wise to ensure that children store their books in a safe place at home out of reach of small children.

If books are well overdue, parents will be notified asking them to look into the matter. If no reply is received or if the book has been lost or damaged, it will be requested that payment be made to make good the loss.

Excursions and Camps

Please note that it is an expectation upon enrolment that all children take part in all aspects of the total school curriculum. Excursions and camps form an important part of this total curriculum. Naturally special circumstances are taken into consideration. **Parents or care givers not prepared to allow their child/ren to take part in such school sanctioned activities need to consider alternative enrolment.**

Each school year, parents are asked to sign a General Consent Form to allow their child to participate in certain school activities, either within the school grounds or involving short travel to another venue eg sporting fixtures, special performances etc. Parents will be informed of any special activities by way of email.

Excursions and Camps *(Continued)*

Children will not be allowed to take part in any outings unless the Consent Form has been signed. Excursions are planned to supplement at-school activities or fulfil educational goals that cannot be met at school.

Where exceptional circumstances exist, and the Principal approves, children not attending excursions and camps will be catered for at school during their class' absence. A modified program will operate at school for those with approved exceptional circumstances.

Parents are often invited to attend excursions and camps. If you are interested, a Working with Children Volunteers Blue Card is now compulsory. Forms are available at the office.

Once a year, Year 3 to Year 6 are involved in a School Camp which is an essential part of our total curriculum approach. Outdoor and environmental education issues form part of this experience as well as the social skills of living co-operatively with adults and peers.

A carefully programmed sequence of activities is planned for each class. **It is most important that every child be given the opportunity to participate fully in these experiences.** We take a great deal of trouble to plan for a School Camp - to make it an exciting, educational experience for children. If the cost of camp causes problems for a family, we are often able to assist. **No child should miss camp for financial reasons.**

Classroom Involvement

The school welcomes voluntary help from parents. Some ways in which you can be involved are: support reading, working with small groups, etc. If you are interested or would like further information, please speak with your child's teacher or the Principal.

- A Sign in/Sign out register is located at the Office for visitors and in each classroom for helpers, along with Protocol for Volunteers, the school Fire Drill and Lock Down Procedure. Please take the time to read these and familiarize yourself with them.
- Volunteers must complete the Volunteers modules from the Catholic Education Office.
- Blue Cards are essential when working with children please seek advice from the Office to check for eligibility.

Parent / Teacher Partnership

Parent involvement in school activities is vital as a demonstration to staff and children of their interest in the progress and development of both the child in particular, and the school in general. The following are some areas in which parents can be involved: -

- Showing genuine interest while listening and talking to your child about school activities.
- Assisting class teachers in helping children with Reading, Art, Craft, Sport, Outings, Camps, etc.
- Attending meetings of the Parents & Friends Association and supporting all social and fundraising activities.
- Having a coffee in the Parent Engagement room.
- Meeting other parents through involvement in social gatherings, working bees, etc.

Parent / Teacher Interviews and Assessment

You will be invited to take advantage of a Parent/Teacher Night early first term. It is our intention to make this as welcoming and fruitful as possible and should be seen as another opportunity to work closely with the class teacher for the benefit of your child.

Evaluation of children's knowledge, skills and effort is done on a progressive assessment program. A formal report card is issued twice a year. Parent/Teacher interviews are an essential part of the assessment process.

As we strive to keep the lines of communication open, feedback will be consistent and regular throughout each semester period. Parents are encouraged to regularly meet with their children's teachers. From time to time teachers and parents may arrange for a more formal meeting. These meetings are generally arranged to target a specific area of concern or highlight perceived strengths in the child's learning.

If a parent is requesting a formal interview, **it is very important that an appointment is made.** This allows your child's teacher to prepare adequately and provide balanced reports and thoughtful solutions to problems. Unscheduled appointments interrupt routines, prevent teachers from attending to duties and may result in hurried and less than satisfactory help being given. We seek the co-operation of all involved in this.

Parents should remember that the right of interview remains in place throughout the academic year subject to defining a mutually convenient meeting time.

Reward Systems

Principal and Student of the Week Awards are presented at School Assemblies on Friday mornings. These awards are given for a variety of reasons, one of which is to reward children who try their best, show effort, improvement in their work and show consistency in accord with school and class rules.

Discipline

At St Kieran's we follow the school's Code of Behaviour policy. This booklet is discussed with children at the beginning of each term and is also sent home with enrolment acceptance.





ST KIERAN'S

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