



St Matthew's Primary School

2025/2026 PARENT INFORMATION BOOK



Our vision

is of a Christ-centred school in the Catholic tradition
where students learn to engage fully with society
and serve their communities as people of action and hope
through:
creative and compassionate problem solving;
critical thinking;
and purposeful and powerful collaboration.

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Principal's Welcome

Thank you for taking the time to consider St Matthew's Primary School as part of your child's journey in both faith and education. The St Matthew's community welcomes enrolments from families who are genuinely interested in a Christian education based on Gospel values, taught from the perspective of the Catholic Faith Tradition.

At St Matthew's, we strive to build a vibrant and welcoming community, where our relationship with Jesus is central, learning is engaging, individual achievements are celebrated and where the children are at the heart of what is most important. Our school lives out the values of love and respect for all.

We work together with our families to support and encourage the faith development of the students and are proud of the warm and inviting atmosphere that exists at our school.

It is our aim to create a sense of belonging, which will, in turn, nurture your child's growth and help create a healthy self-esteem, factors so necessary for effective learning. Your involvement in your child's education, whenever possible, is most desirable.

This Parent Information Booklet is a brief overview of some features and organisational details of our school community. If you have any questions, please do not hesitate to make contact with the school to meet with me and to view our facilities.

May Jesus journey with you in truth and love.



Sarah Lowe

PRINCIPAL

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A brief history of St Matthew's

St Matthew's, Page, a co-educational school catering for students from Kindergarten to Year Six, was opened in January 1972 with an initial enrolment of 360 children and twelve staff members. In response to a request from the then Archbishop of Canberra Goulburn, Archbishop Cahill, the Sisters of St Joseph took charge of the new school. Sister Leo Ryan became the Foundation Principal.

The last Principal appointed by the Sisters of St Joseph was Sister Anne Moylan (known then as Sister Peter Julian), who left St Matthew's at the end of 1987. In 1988 the first lay Principal was appointed, and by 1989 the school was entirely staffed by lay teachers. The community is greatly indebted to the Sisters of St Joseph, who worked so tirelessly to establish and nurture the growth of Catholic Education at St Matthew's. A plaque commemorating their role in the establishment of the school has been placed in the foyer.

By 1977, St Matthew's enrolment reached its peak of 912 students. Currently, in spacious, comfortable and well- equipped surroundings, the enrolment is now approximately 350 students, drawn mostly from the surrounding suburbs of Page, Hawker, Weetangera, and Scullin, Belconnen, MacNamara, Strathnairn and Molonglo North.

This is what education is all about.
This is the meaning of life ...
To know Jesus as a friend,
As someone who cares about you
And the person next to you,
And all the people here and everywhere.

POPE JOHN PAUL II

Our school offers ...

As well as a nurturing, dynamic and engaging environment where each child is individually acknowledged and encouraged to grow spiritually, academically, socially and emotionally, we also offer ...

- An innovative curriculum, which draws on current educational theory and practice while also being tailored to meet individual student needs.
- Tools for digital technology (laptops, iPads, Chromebooks, desktops etc) allowing the students to integrate Digital Technology into all subject areas.
- Interactive whiteboards in all classrooms, including the library and music room.
- A rigorous Year Six Leadership Program, in which all the students learn about leadership and take on extra responsibilities in leading the school.
- A comprehensive and highly effective Student Behaviour Protocol based on Restorative Practices.
- Explicitly taught values and social/emotional learning (SEL), learnt and practised in context.
- A comprehensive creative arts program.
- A gymnastics and dance program conducted by specialist instructors in alternate years.
- School concerts where all students can apply their skill development in Creative Arts.
- An all-encompassing sporting program which involves participation in swimming, athletics and cross-country carnivals for the students.
- Well-maintained and engaging play spaces and refurbished playground equipment.
- Optional interest clubs including gardening, chess, arts, choir, sports and games.

General Information

SCHOOL HOURS

8.30 am	Playground supervision begins
8.50 am	Classes begin with Morning Assembly
11.00 am – 11.10 am	Supervised Eating
11.10 am – 11.40 am	Play
11.40 am – 1.10 pm	Classes
1.10 pm – 1.20 pm	Supervised eating
1.20 pm – 1.50 pm	Play
1.50 pm – 3.00 pm	Classes
3.00 pm	End of School Day
3.20 pm	Supervision concludes

The school grounds are open to St Matthew's students from 8.30am and until 3.20pm each day, during which time the school provides constant supervision. Children should not be on the school grounds before teacher supervision commences at 8.30am and must be collected by 3.20pm at the latest in the afternoon.

Children are expected to be at school in time for our Morning Assembly at 8.50 am. Parents are asked to avoid late arrivals; it is unsettling for the child, the class and teacher. If your child does arrive late, they must be accompanied into school and signed in at the Front Office by the parent/carer.

Children are not permitted to leave the school grounds during school hours. Exceptions will be made if the child is being collected at the Front Office by parents or another responsible adult who is authorised by the parents to collect the child/ren. Students should be signed out by a parent or carer at the Front Office whenever they are collected during school hours.

ATTENDANCE AT SCHOOL

In accordance with the requirements of the Education Act, parents are encouraged to train their children in the habit of regular attendance at school. Generally, each day's work is built upon the previous day's work and any loss of time may upset the teaching and learning programs for the teacher and student. It is an expectation that children will attend school unless seriously ill or in other extraordinary circumstances.

A child who is ill does not participate well and should be kept at home to receive the care needed for recovery. The school should be notified of a child's absence on the day the absence occurs, either by a telephone call, or by adding an attendance note in Compass, our online system. This is a legal requirement.

The school does not set work for children who do not attend classes due to illness or other extraordinary reasons. Families who choose to take their children on extended holidays during term time are asked to make an appointment to seek approval from the principal. Fees are still charged when children are away on extended holidays.

PARENT/GUARDIAN CONTACT DETAILS

Parents are asked to inform the school office immediately if contact details change, including address, phone numbers, email addresses and emergency contacts. This is imperative to allow prompt contact with parents/carers in the event of an emergency. A letter or email to the front office detailing the changes will suffice. Parents are also asked to supply a reliable local emergency contact name and phone number for those times when neither parent can be reached.



STUDENT ARRIVAL

Supervision begins at 8.30 am. Children must not be on the premises before then unless in Before School Care.

Parents/carers are encouraged to use the drop-off zone in front of the hall to deliver children in the mornings.

- Drivers access the staff car park turning in from Stutchbury Street via the entrance closest to the Junior Playground and leave via the exit at the bottom of the netball courts ramp.
- Parents/carers drive into the drop-off zone, children say a quick goodbye and step onto the path which leads to the playground using the doors on the **LEFT-HAND SIDE OF THE CAR**, and then the car moves on. Children should not get out on the right-hand side of vehicles as they are in danger of being struck by other cars.
- Drivers using the drop-off facility are to stay in their cars. Getting out to open doors or the car boot will cause traffic delays.
- Drivers must move on promptly without overtaking cars in front.
- Three cars can use the drop-off zone at one time. Do not stop in the middle or at the back of the zone if there are no cars in the front space/s. Move to the front of the zone.
- Only cars using the drop-off zone are permitted to drive through the staff car park. Please do not park in the staff car park at any time.
- Please do not use the driveway which leads into the Junior Playground at any time.
- If parents wish to get out of the car to help the child exit the vehicle (or would like to say a prolonged goodbye!), they must use the netball court car park or parent car park.
- If your child arrives at school after the 9.00am bell has sounded, please bring them to the Front Office to be signed in.

If parents/carers prefer to use the netball court car park or parent car park so they can walk their child/ren to the supervision area, they are asked to accompany the child/ren through the car park, down the front steps and around the side of the hall to the Junior Playground. There is no general access through the school building before 8.50am.

STUDENT DISMISSAL

School concludes at 3.00pm each day. Supervision is provided until 3.20pm.

- At the conclusion of school each day, children travelling by bus, children being collected via Drive Through, and children being collected by parents meet in the Junior Playground
 - Parents who are collecting their child/ren directly after school wait in the area outside the school gates of the Junior Playground.
 - After the bell, the teachers on duty dismiss the children, leading them out of the school gate.
 - Children who can see their parent/carer are then permitted to walk to the adult taking them home. Parents/carers then directly supervise their child/ren. We ask that parents/carers do not allow their children to play games at this time.
 - Students who cannot see their parent/carer, accompany the teachers on duty and wait at the front of the school with the other students, until their parent arrives to collect them.
 - Students catching a bus wait with the teacher on duty at the front of the school for their bus to arrive.
 - Students who are being collected by car at Drive Through, accompany the teachers on duty. They wait at the front of the school and make their way to cars when directed by the teachers on duty.
 - Children are not permitted to walk unaccompanied to cars, even those in line of sight from the Junior Playground.
 - The playground equipment is out of bounds after school, except for students participating in Out of School Hours care.
- Students attending Out of School Hours Care meet their Team Kids carers at the Hall Door.
- Students using the crossing on Chewings Street meet the teachers on duty at the end of the hallway closest to the Church. They follow the directions of the teachers on duty, walking their bikes and crossing quickly and sensibly.
- Children who remain uncollected at 3.20pm are taken to the Front Office from where the parent/carer may collect the children.

Student Behaviour Protocol

At St Matthew's, we use Restorative Practices to help students with conflict in the classroom and on the playground. Restorative Practices is a whole school teaching and learning approach that encourages behaviour that is supportive and respectful. It puts the onus on individuals to be truly accountable for their behaviour and to repair any harm caused to others because of their actions.

A restorative approach focuses on building, maintaining and restoring positive relationships, particularly when incidents that involve interpersonal conflict or wrongdoings occur.

The rationale behind this approach is that when offenders reflect upon their harm to victims:

- they become remorseful and act restoratively.
- practitioners can focus on the unacceptable behaviour of offenders rather than their moral character.
- this can lead to healthier interpersonal relationships among members of the school community and more effective learning.

Restorative Practices centre around a set of key questions that help children think about their behaviour and understand how they can correct it.

The Restorative culture within a school offers a transformative view of the human person. It focuses on the behaviour and its impact rather than on the person, moving away from models that use shame and punishment to externally control behavior. Grounded in experiences of relationships and community, students learn to understand their own behaviour and its impact on others, and they develop the skills needed for resolving conflict and building healthy relationships. As a community we have a responsibility to provide the educational and supportive framework to maximise all children's wellbeing and their capacity for positive mental health and flourishing relationships. Restorative Practices are a series of processes premised on the innate dignity of each person.



The Sacramental Program

The Sacramental programs at St Matthew's are parish-based with the school working closely with the parish team, the parish School of Religion, and families, to help implement the programs. The Sacrament of Reconciliation is celebrated in Year 3, the Sacrament of Eucharist in Year 4 and the Sacrament of Confirmation in Year 6.

The acceptance of the invitation to receive the Sacrament is entirely the responsibility of the families involved. Parents may wish to wait if they feel their child is not ready or that the family is not able to commit fully to the program at the time.

Attendance at information, preparation and prayer sessions by families and students wishing to participate in the Sacramental Program is expected.



Enrolment Policy

St Matthew's Page, as part of the Archdiocese of Canberra Goulburn, works within the Enrolment Policy developed by Catholic Education. If there are fewer places than the demand in any year the following priorities will apply:

1. Baptised Catholic children who are members of St Matthew's Parish
2. Siblings of children already attending St Matthew's Primary School
3. Children of staff at St Matthew's Primary School
4. Baptised Catholic, from another Parish, unable to obtain a place in their local parish primary school
5. Non-Catholic children whose parents/guardians desire and are committed to a Catholic Education

Please note that our priority enrolment area includes students residing in Page, Hawker, McNamara, Weetangera, Scullin, Higgins, Strathnain, North Molonglo and Belconnen Town Centre.

Kindergarten Transition

At St Matthew's, we understand how important a smooth and supportive start to school is for our youngest learners. During Terms Three and Four, we offer an optional transition program called The School Explorers. This program gives children the opportunity to experience key learning areas, become familiar with our staff, and connect with the Year 5 students who will become their Year 6 buddies the following year.

Following this program, all new Kindergarten students are invited to attend a full Orientation Day. On this day, they will spend time with their future classmates and Kindergarten teachers, engaging in classroom activities and getting a feel for the school environment. At the end of the day, parents and carers are invited to meet the Kindergarten teachers and learn more about expectations and routines for the year ahead.

In addition, each student and their parent or carer will be scheduled for an enrolment interview with the school principal. This meeting helps us get to know your child and understand how we can best support their learning journey at St Matthew's.

We look forward to welcoming you and your child into our school community!

Communication Between School and Home

Open and ongoing communication between parents, staff and children is extremely important in enhancing all aspects of children's learning and development. Parents are always welcome to visit the school and speak with the teachers and principal; however, for practical reasons it is preferable that an appointment is made beforehand. We would appreciate your cooperation in not seeking to speak with class teachers during class time or morning assembly time.

There are opportunities for you to meet with your child's teacher and discuss your child's progress throughout the school year. Details of these occasions are provided at the Parent Information Nights which are held at the beginning of the year.

The fortnightly newsletter, 'St Matthew's Matters', is published every Thursday and posted on the school website and Compass. You can access this through the Compass and on our website.

The Compass Parent Portal is an online portal that allows you to interact with your child's school and access up-to-date information. You can use the Parent log-in module of Compass. Once you have your log-in credentials you will be able to:

- Enter absence/consent notes
- Communicate with your child's teacher
- Receive communication from staff

Reporting and Assessment

Assessment in primary school is focused across the full school year. Our teachers see the importance of continuously gathering information and making judgements about students' strengths, weaknesses, abilities, achievements and needs. Assessment is used to evaluate a child's individual progress, to report to parents and to plan the next set of learning experiences. Teachers use a range of assessment procedures, including:

- Diagnostic assessments in literacy and numeracy
- Administration of progress tests designed to suit a particular group of children
- Ongoing anecdotal assessment and observations
- Rich and authentic assessment tasks
- NAPLAN testing (in Years 3 and 5)
- Specific screening

REPORTING TIMELINE

Communication between teachers and parents is vital to the success of the children. The following opportunities are available for reporting and communication:

Term One	Meet and Greet Afternoon
Term Two	Formal Student Achievement Reports accompanied by a Parent/Teacher interview
Term Four	Formal Student Achievement Reports Parent/Teacher Interviews as requested by parents

Excursions and Performances

During the year, children will be given opportunities to participate in a variety of educational activities either at school or at other venues. The cost of these activities is generally included in the School Fees.

Permission is required by the school before children are permitted to travel by public or private transport. Information about excursions is distributed through Compass. Educational excursions are regarded as an integral part of the learning process; therefore, all children are expected to participate.

Children in Years 5 and 6 participate in 1 – 2 day camps respectively each year. The cost of these camps are in addition to the School Fees.

School Community Council

The School Community Council is our model of school governance. The School Community Council Executive is made up of elected parent representatives including Chair, Treasurer, Secretary, Parish Priest, Principal and Staff Representatives. This Executive works on strategic and management planning in collaboration with the Community Council Committees.

Committees, coordinated by parents, function in cooperation with the Executive. These Committees are:

- **School and Community Services** – Clothing Pool, Start of Year Soiree and Social events including Mothers and Father's Day events.
- **Fundraising** – Trivia night, School discos, Election Day BBQs
- **Special Events**

Parents are encouraged to become actively involved in the Community Council. We pride ourselves on being a school where everyone does a little bit!

Stationery Requirements

The school supplies most stationery needs for the children. To cover the cost of these, a Resource Fee is incorporated into the school fees. We do ask parents to provide the following items and replenish when necessary:

- **Kindergarten:** Waterproof library bag and paint smock
- **Year 1 – Year 6:** Waterproof library bag

Please note:

All exercise books, textbooks and craft supplies are supplied by the school. Older children are welcome to bring their own pencil cases with preferred writing tools.

Family Involvement

To help us provide the best possible education for your child, your involvement as parents/carers is welcomed and encouraged. Help comes in many forms:

AT HOME

- Talking with your child about school (highlighting the positive aspects).
- Ensuring that your child is reading and/or being read to regularly.
- Ensuring that homework is completed and discussed.
- Ensuring your child is equipped each morning with the tools they need to complete a successful day of learning at school – fruit break, recess and lunch, school hat, home reader/homework, other necessary equipment etc.

AT SCHOOL

- Joining in with class and school Masses and attending school assemblies.
- Participating in Sacramental Programs.
- Attending grounds maintenance working bees.
- Attending School Community Council Open Meetings.
- Assisting with a School Community Council working party or committee.



Homework

Homework can be a positive experience for students if the tasks are achievable, and aligned to the learning in the classroom, so that the child can complete it independently. Further, homework can help to build skills in managing time and behaviour. It can help students to retain information, improve their study skills and demonstrate learning outside of school.

At St Matthew's we believe that homework:

- creates an important link between school and home;
- develops personal responsibility, time management and organisational skills; and
- provides opportunities to consolidate classroom learning.

We recognise the importance of family life and the need for children to participate in family and community activities. Parents are asked to supervise home learning and to notify the student's teacher if there are any concerns.

CLASS	SUGGESTED CORE HOMEWORK ACTIVITIES (4 nights a week)	TIME LIMIT (includes core and optional activity time)
Kindergarten	Reading, sight words and numeracy skills	10 minutes
Year 1		10 minutes
Year 2	Reading, numeracy	15 minutes
Year 3		15 minutes
Year 4		15 minutes
Year 5	Reading, numeracy and opportunities for additional, extra study	20 minutes
Year 6		20 minutes

School Uniform

The school uniform is part of our community identity as St Matthew's School. Children are to wear correct uniform at all times and we ask the cooperation of parents in this matter. If children are out of uniform for any reason, please provide a written note of explanation to the class teacher.

Please note the following about the school uniform:

- School shoes for girls and boys are black, polishable school shoes, not black sandals or skate shoes. Boots and high cut sneakers are unacceptable at all times.
- Hair must be neat and tidy, and is to be natural hair colours and conservative styles only. Long hair (at or past shoulder length) is to be secured in ponytails or plaits. Students may not have designs shaved into the hair or wear extreme hairstyles.
- Hair ribbons are to be in the school colours of navy or maroon. Hair ties may be of the child's natural hair colour.
- The St Matthew's school bag is a compulsory part of the uniform. You can only order these online: theschoollocker.com.au/schools/st-matthew-s-primary-school-act
- A navy parka or coat is permitted in the cooler months.
- Wide-brimmed school hats are worn throughout the year.
- Scarves and gloves are navy blue or maroon.
- Sneakers are worn with the sports uniform.
- Socks worn should cover the ankles.
- No jewellery is permitted other than a basic watch (Smart Watches will need to be placed in school bags during school hours) or one stud-type earring in either/both ears. Only earlobes are permitted to be pierced.
- Nail polish is not to be worn.
- Children are encouraged to regularly apply sunscreen.

School Uniform

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SPORTS



Sky blue and maroon sports shirt with school crest



Sky blue and maroon sports shirt with school crest



Maroon shorts (not Umbro or similar)



Plain maroon tracksuit – no logo



Maroon school jumper with logo



Pleated netball style skirt with sports pants underneath



Maroon school hat



White /light coloured sports shoes
WHITE ANKLE LENGTH SOCKS

SUMMER



Maroon school hat



Maroon school hat



Sky blue polo shirt
with school crest
together with
Navy blue shorts



Sky blue polo shirt
with school crest
together with
Navy blue dress shorts
(not skorts)



ACT Catholic primary
school summer dress



Black polishable
school shoes
NAVY ANKLE LENGTH
SOCKS



Black polishable
school shoes
WHITE ANKLE LENGTH
SOCKS

WINTER



Long sleeve polo with school logo together or sky blue skivvy, with Navy trousers



Sky blue business shirt with St Matthew's school tie



Maroon school jumper with logo



Black polishable school shoes
NAVY ANKLE LENGTH SOCKS



Sky blue 'Peter Pan' collar blouse, skivvy or long sleeve polo with school logo together with navy slacks



ACT Catholic primary school winter pinafore with sky blue 'Peter Pan' collar blouse or skivvy



Black polishable school shoes
NAVY BLUE TIGHTS OR NAVY ANKLE LENGTH SOCKS

Year Six Student Leadership Program

All students have leadership potential. Leadership skills can be taught and learned. It is the school's social responsibility to develop an understanding of leadership and leadership skills in all students, with particular focus on the Leadership Class.

Student Leadership is about learning to be a good leader in a variety of situations and making wise choices when given leadership responsibilities. We consider all members of the Year Six class to be Student Leaders. They are given many opportunities to learn about and display leadership qualities and can earn the right to wear the School Leader shirt.

Leadership at the school level is learned and then earned, so every facet of the Leadership program is dependent on the student earning the Leadership roles and privileges. All members of the group have the opportunity to show leadership in the following areas:

- Matty's Ministers
- Eager Environmentalists
- Activity Activists



School Fees

It is important that parents understand why they are asked to pay fees in a Catholic school. Traditionally, Australian Catholic schools have been built and operated with money provided by the parents whose children are enrolled in the schools. Although both the Federal and the ACT governments now contribute to the economic viability of our schools, we still rely heavily on school fees collected from parents to ensure a level of staffing and resources comparable with the government schools. We also rely on funds raised through the School Community Council for necessary resources.

School fees are set by Catholic Education and collected on behalf of the Catholic Education Commission. Every attempt is made by Catholic Education to minimise the fees. This money is used to help pay teachers' wages and other running costs of the Catholic Education Office. School fees are also used to purchase textbooks, exercise books, paper, pencils, paint and other classroom consumables, as well as ICT resources and other learning technologies which enhance teaching and learning experiences at school. Costs for the swimming, cross-country and athletics carnivals, Term Four swimming program, alternate year dance/gym programs and most school excursions are also covered by school fees.

The preferred method of payment of school fees is BPoint. School fees can also be paid by cash or EFTPOS at the front office. Credit card payments can be made at the front office or by phone; alternatively, you may set up an automatic regular payment using BPoint. The school financial year runs from 1 January to 31 December. Forms and advice are available from the front office to help parents/carers set up these arrangements.

CATHOLIC SCHOOLS BUILDING LEVY

The Building Levy contributions are paid into a central fund administered by the trustees of the Archdiocese and the amount is tax deductible. These funds are used to maintain and repair capital works in Catholic schools. Over the last few years St Matthew's has received over \$500 000 from this fund. This money has been used to jointly fund the refurbishment of Stages One and Two of our building program. It has also been used to update the main switchboard in the school and to provide insulation to the classrooms. The amount does not include the costs involved with regular maintenance such as blocked toilets, replacement of downpipes and other services carried out by CEO staff and their contractors.

By actively participating in the building fund, you help support our schools in providing quality educational facilities for our students. Contributions to the fund are tax deductible.

SCHOOL FEE COLLECTION

When families are experiencing genuine financial difficulty, they sometimes approach the school for assistance with the payment of school fees. Where possible, from our Christian perspective, we endeavour to provide support commensurate with the genuine needs of the family. Catholic Education Archdiocese of Canberra and Goulburn Fees Policy states that, *'No student will be refused enrolment, be excluded, or be disadvantaged because of an inability (as opposed to unwillingness) on the part of parent/guardians to meet financial requirements'*.

It is recognised that families make choices and priorities with regard to their standard of living, investments, education and extra-curricular activities. The school considers that families who have chosen a Catholic Education understand its importance, and that fee payments will be prioritised accordingly.

Government Grants provide part of the funding required to operate the school. The balance of operating costs must be found through school fees. The continued existence of St Matthew's Primary School is dependent on parents paying the required level of fees. Every effort will be made by the School to recover fees from parents who are deemed to have the capacity to pay.

ST MATTHEW'S 2025 FEES

Outlined here is an explanation of the school fees. Please note these fees are expected to change slightly for 2026.

School Fee per Term for Each Primary Student – based on the Family Structure

		Number of Primary School child @ St Matthew's				
Number of Secondary School Students at CE CG Systemic school *		1 st	2 nd	3 rd	4 th	5 th
	0	1,028.00	497.88	333.43	202.20	202.20
	1	929.22	495.88	200.93	198.45	198.20
	2	929.22	201.63	198.68	198.45	198.20
	3+	458.97	198.63	198.43	198.45	198.45

Add \$75 School Buildings Levy per Family if the oldest child is enrolled at this school. If the oldest sibling is at another system school the School Building Levy will appear on that invoice.

Curriculum

St Matthew's offers quality teaching and learning in Religious Education, English, Mathematics, Science, Technologies, Humanities and Social Sciences, Health and Physical Education, The Arts and Language. Through teaching these Subject Areas, we endeavour to develop the intellectual, academic, physical, emotional, social and spiritual growth of our students. We aim to provide opportunities for success for each child, and to build on all positive aspects of learning.

RELIGIOUS EDUCATION

Religious Education focuses on religious knowledge as well as the religious life of the school including liturgy and prayer. It is the parents' role to play an active part in the faith development of their children, and in so doing, complement and support the school in this vital aspect of the child's life.

ENGLISH

There are three elements to English: Literacy, Language and Literature. They are viewed as a whole at St Matthew's, not separate subjects. Our understanding is that children learn by being taught new concepts explicitly and by doing. We expect children to learn to read by reading and to write by writing. Phonics and spelling are taught using a systematic approach. We have fully embedded the *Australian Curriculum – English* which guides all work we do in this area.

MATHEMATICS

Mathematics is a search for patterns and relationships. It helps children to solve problems and improve their understanding of the world. We report in the strands Number and Algebra, Measurement and Geometry, and Statistics and Probability. Teaching combines High Impact Teaching Practice including Explicit Instruction along with a hands-on or practical approach, recording and problem solving.

At St Matthew's we use an 'I do', 'We do', 'You do' approach to transfer new knowledge, skills and understanding. The *Australian Curriculum - Mathematics* guides the development of our mathematics curriculum.

HUMANITIES AND SOCIAL SCIENCES

Awareness of history is an essential characteristic of any society, and historical knowledge is fundamental to understanding ourselves and others. It promotes the understanding of societies, events, movements and developments that have shaped humanity from earliest times. It helps students appreciate how the world and its people have changed, as well as the significant continuities that exist to the present day. The *Australian Curriculum – History* is our source of curriculum in this area and sees our history focus through the seven years of primary move from the local and personal to the national and global historical story through time.

SCIENCE

Science provides opportunities for students to develop an understanding of important science concepts and processes, the practices used to develop scientific knowledge, of science's contribution to our culture and society, and its applications in our lives. The curriculum supports students to develop the scientific knowledge, understandings and skills to make informed decisions about local, national and global issues. The *Australian Curriculum – Science* is our source document.

CREATIVE ARTS

Creative Arts encompasses dance, drama, media arts visual arts and music, which assist the development of the whole person, providing for self-expression, promoting growth and encouraging personal responses. The Creative Arts at St Matthew's are taught by a specialist teacher in all year levels. The *Australian Curriculum – Creative Arts* is our source document.

LANGUAGES

Currently the students at St Matthew's are studying the Japanese language, with an emphasis on oral language and culture. It is taught by a specialist teacher to each class from Kindergarten – Year 6 for 1 hour each fortnight.

TECHNOLOGIES

Technology is an integral part of our teaching at St Matthew's. We understand that children need to become well equipped with appropriate skills and understandings to be active participants in our technological society. Through this curriculum area, students will engage in experiences which involve technological content, processes and skills.

This Subject Area includes Design and Technologies and Digital Technologies including the Google Suite.

PERSONAL DEVELOPMENT, HEALTH, PHYSICAL EDUCATION

PDHPE helps children to see themselves as active, creative, responsible and informed decision makers. It seeks to develop a sense of well-being and personal worth and tries to cultivate those understandings and skills that will help the child develop and maintain satisfying relationships. To complement the skills that we are aiming to develop, we also make use of sporting clinics provided by trained instructors from local sporting codes.

We provide dance and swimming programs using specialist teachers at an additional cost to parents. Each year children participate in school carnivals for athletics, cross country and swimming. The children who do well at these carnivals are chosen to participate in the Primary Schools Sports Association (PSSA) representative carnivals.

Student Services

LIBRARY

St Matthew's has a well-resourced library that is always available for student use. All classes can borrow library books weekly. The teacher librarian works with each class in a scheduled lesson each week on developing information skills. All children need a library bag to protect the books they borrow to take home. The borrowing period is usually for one week and previously borrowed books need to be returned prior to re-borrowing. Children may borrow over the school holiday breaks with the exception of the Christmas period when the library closes in Week 8 of Term 4 for stock-take and administration. Children will also have the chance to visit the library during lunchtimes on specified days. During this time, they can return and borrow, read, play board games, work on research projects or draw.

Parent assistance in the library is always welcome. Parents often assist with the shelving of books and the covering of new resources. Please see the Teacher Librarian if you would like to help.

COMPUTER AND INTERNET USE

Students have access to iPads and Chromebooks during the school day. We have an Internet usage agreement, which outlines policy for usage and is required to be signed by parents and Year 3-6 students annually. We endeavour to integrate technology purposefully across all curriculum areas to enrich the children's learning.

BOOK CLUB

Scholastic provides a 'Book Club' service for our school. There are 2 options to order your children's books - online or through the Book Clubs Loop App. This service is a good way to buy appropriate literature at reasonable prices for your child.

OUT OF SCHOOL HOURS CARE

The School has contracted Team Kids to provide an on-site before and after school care and a Holiday Care service. Team Kids offer daily and occasional care, nutritious and delicious food and a variety of activities, including arts and craft, games, cooking, sports, drama, board games, dress-ups and fun with friends.

Many families are eligible for Child Care Subsidy, which can reduce the cost of Outside School Hours Care by up to 85%.

For more information email StMatthewsPS@teamkids.com.au or you might like to visit the website where you'll find more Information: www.teamkids.com.au/venues/st-matthews-primary-oshc/

CLASSROOM SUPPORT

The Classroom Support Program supports and encourages those children in the school who, for a variety of reasons, require extra learning assistance. Children are generally identified by their class teacher. We recognise that some children require additional support in order to maximise their educational opportunities.

Our Classroom Support Program offers learning support from Teachers and Learning Support Assistants. The most effective practice for helping learners with special needs is one which involves a concerted and collaborative approach between the class teacher, home and the Classroom Support Team.

SCHOOL COUNSELLOR

CatholicCare and Catholic Education provide the school with a Counsellor. The role of the Counsellor is to be available to parents, students and teachers who seek advice or assistance with family, social or behavioural problems. Parents may request an interview with the counsellor or a teacher may refer a child. Before teacher referral, parents are contacted and their permission sought. Generally, primary-aged students do not refer themselves to the counsellor without parental consent.

KINDERGARTEN MEDICAL SCREENING

The School Medical Service provided by ACT Health visits the school each year. Kindergarten children receive medical screening. Other children are seen on request. Parents are contacted if there is any need for referral to appropriate specialist services.

CLOTHING POOL

The Clothing Pool is an auxiliary committee of the Community Council run by volunteers. The main aim is to provide a service to parents wishing to buy pre-loved school uniform items which are in good condition, and to sell some new uniform items such as hats and school bags. The clothing pool is located in the school building, and the operating hours are Fridays from 2.45 pm – 3.30 pm.



Health Information

SICKNESS AT SCHOOL

In the event that a student becomes ill at school they will be accompanied to the Sick Bay where they are supervised while parents are being contacted. The provision of an updated emergency contact number is vital in these situations.

ACCIDENTS

If an accident occurs during school hours the following procedure will be followed:

- For minor accidents, a staff member trained in first aid will treat the child, and if necessary, inform parents.
- For more serious accidents, an ambulance will be called, and parents notified.
- Sick or injured children will be supervised while they are waiting for parents to attend to them.

MEDICATION

If your child has any special medical needs or conditions (e.g. asthma, allergies, epilepsy) it is essential that the school be given this information. Please record any relevant information on the enrolment form and discuss your child's needs with the principal.

If a child is to take medication at school, written consent and directions for the teacher must be supplied with the medication in its original container. Medication cannot be administered without this form being completed. With liquid medicine, a measuring device must be supplied to ensure the correct dosage is given. Medication is not to be stored in the children's bags or desks. Lockable storage is provided at the School Office where a record is maintained of all medication administered. Consent Medication Forms can be found on the school website [Communication > Notes > Medication Consent](#).

IMMUNISATION AND INFECTIOUS DISEASES

The ACT Public Health Regulations reflect an attempt to prevent children from contracting the eight childhood vaccine-preventable diseases. You must present an Immunisation Record form at the time of enrolment. If your child is not immunised, you must follow the procedures set out by ACT Health. The quarantine periods for infectious diseases such as measles, chickenpox, mumps etc. is stipulated by the ACT Department of Health. If your child contracts one of these diseases, you are asked to notify the school immediately and to observe the mandatory school exclusion periods.

FRUIT BREAK

St Matthew's has a fruit break in classrooms at around 10.00 am each day. Research has shown that the fructose (sugar) found in fruit promotes brain activity and can help boost energy levels in the middle of the long morning work session. Parents are asked to send only fresh fruit for the fruit break as dried fruit and some other fruit snacks are high in sugar. Parents may like to send in some wipes to the classroom for sticky fingers. For younger children the fruit should be chopped and put into a small container, as this makes it easier for little people to eat. Grapes, strawberries, watermelon and fruits in season are suggested.



Beginning School

A FEW TIPS FOR STARTING KINDERGARTEN

Toileting	Teach your child to use the toilet independently. Explain that children at school use paper towels to dry hands, and that used paper towels must be put in a bin.
Bags	Ensure that your child can identify their school bag. A special key ring, a piece of ribbon or their photograph in a plastic wallet can help the children easily identify their bags.
Shoelaces	Practise tying laces. Not all children know how to tie laces when starting Kinder, but all should have mastered this skill by the end of Kindergarten. This can only be achieved by practice at home.
Jumpers	Let your child practise putting on and taking off their jumper independently.
Labels	Label everything: shoes, hats, bags, jumpers, drink bottles, lunch boxes.
Little Lunch and Big Lunch	Teach your child to differentiate between little lunch (morning tea) and big lunch in the lunch box. Teach your child how to unwrap cling wrap from sandwiches, how to open packets, open drink bottles and lunch boxes.
Reading	Read with your child every day. Allow him/her to hold the book and to talk about interesting characters, information, events.
Pencil Grip	Encourage your child to practise holding a pencil correctly using the thumb and first two fingers only.
Practise writing first name	<p>Spend some time teaching your child to write their name. When writing your child's name use a capital letter for the first letter and lower case letters for the rest of their name.</p> <p>Rupert George Jemima Mabel</p> <p>X ADAM Adam</p>

Your Notes

Your Notes

Your Notes



TERM DATES 2026

Term 1

Monday 2 February to
Thursday 2 April

Term 2

Tuesday 21 April to
Thursday 2 July

Term 3

Tuesday 21 July to
Friday 25 September

Term 4

Tuesday 13 October to
Thursday 17 December

ST MATTHEW'S PRIMARY SCHOOL

12 Stutchbury Street, Page ACT 2614

PO Box 4172, Hawker ACT 2614

Website www.stmattsps.act.edu.au

Email office.stmatts@cg.catholic.edu.au

Phone (02) 6254 2653

SCHOOL LEADERSHIP TEAM 2024

Principal Sarah Lowe

Assistant Principal Petra Cole

RE Coordinator Sophie Murdock

Curriculum Coordinator Darren Roberts

Front office staff Chris Answerth
Brooke Town

PARISH OF ST MATTHEW'S and ST VINCENT'S

Chewings Street, Page ACT 2614

Phone (02) 6254 1827

Parish Priest Monsignor John Woods