



# *St Edward's Primary School*

**2026**

## **INFORMATION BOOKLET**



# Welcome Message



At St Edward's Primary School, we are a vibrant, welcoming primary school where every child is known, valued, and supported to thrive. Our school operates across two campuses:

- Kindergarten to Year 2 at our Robert Street Campus
- Years 3 to 6 at our Hillvue Road Campus

The split-campus setting allows us to provide age-appropriate, well-resourced learning environments that support individual needs.

Our staff work collaboratively across both campuses to create a safe, inclusive, and nurturing environment where students develop a strong sense of belonging, wellbeing, and confidence. We are committed to equipping each child with the skills, knowledge, and dispositions they need to be the best version of themselves and embrace a hope-filled future.

We take great pride in our Catholic Professional Learning Community, where staff share a collective responsibility for the learning, well-being, faith development, and life opportunities of all students. With high expectations and a deep respect for each individual, our teachers and educational assistants work together to ensure every child is challenged, supported, and encouraged to reach their potential, academically, socially, spiritually, and emotionally.

St Edward's offers a rich and balanced range of educational, cultural, leadership, and sporting opportunities, enabling students to discover their strengths, pursue their interests, and experience success. Through engaging classroom learning, co-curricular programs, representative sport, and leadership experiences, we aim to develop confident, capable, and resilient learners who are well prepared for future learning and life beyond primary school.



# Welcome Message

We are proud of our strong, faith-filled partnership with the South Tamworth Parish and value the ongoing connection and spiritual leadership of our Parish Priest, Fr Roel Llave. Together, we work to nurture the faith life of our students and families, strengthening the shared sense of community, service, and belonging that is central to who we are at St Edward's.

As part of the Armidale Catholic Schools system, we are strengthened by our connection to a wider network of schools committed to excellence in Catholic education. This partnership enhances our capacity to provide high-quality teaching and learning experiences grounded in faith, collaboration, and continuous improvement.

We look forward to welcoming you and your family into the St Edward's community and partnering with you to support your child's learning, growth, and well-being throughout their primary school years.

Kind regards,

**Alison Hatton**  
**(School Principal)**



**St Edward's  
Primary School**

# WELCOME FROM OUR PARISH PRIEST- Fr Roel

Greetings of peace to everyone. It is my pleasure to welcome all our families at St Edward's School. On behalf of the parish and the school community, I would like to express my gratitude to you, our school children's parents, who chose St. Edward's School for your children.

Learning is a lifetime process of growing. We at St. Edward's are committed to ensure that this is offered and given to all our kids. Our professional and dedicated staff work together not only in making the learning environment conducive but also safe. All our staff are well trained and outstanding in their craft.

Jesus once said: "Whoever welcomes a little child on my account welcomes me." These are the core values that we follow. We try to have the heart of a child so that we can welcome all people as God's children. It is because the childlike followers of Jesus are those who know God's wisdom.

We know that teaching and learning must begin with making children feel at home in the school and helping them come together as a learning community, a community that is made up of unique individuals, each with his or her own learning style and phase, capacity and ability, interest, hopes, and dreams.

The next chapter is about to begin and all our students have a lot of great things to bring to the future. Maybe not just yet but one day they will all be making a difference. So thank you for taking your first step for your children into another dimension of learning, learning the real world. Because learning is a lifetime process, it is never ending.

Thank you for your trust and confidence in our school. We are looking forward to working together and building a partnership in your children's education and learning.

So I wish for all our kids to go beyond the horizons of our opportunities, to move farther and aim higher, and be that great learner, learner from and of life with life that matters. Life in God and with God. God bless you and your family.

I want to thank you for trusting us and continuing to work together as part of a team that is dedicated to ensuring the spiritual and academic growth of all our children.

**Fr. Roel J Llave  
Parish Priest**



# St. Edward's School Prayer

Make real, O Jesus, Your presence among us, gathered here at St. Edward's School.

Bless all who work here with the true love of knowledge.

May we grow in Your way of truth, justice and love and live this way each day.

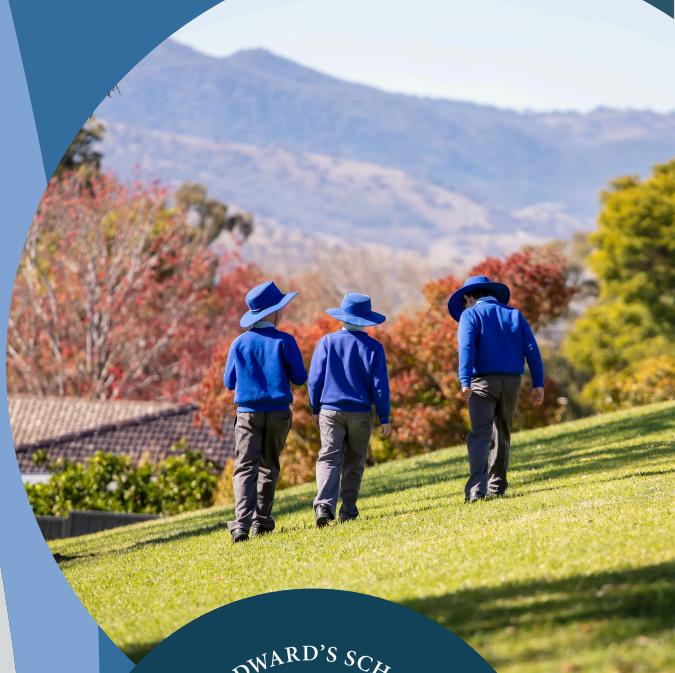
Please give us Your Spirit to guide us in listening to God our Father.

Mary Help of Christians, strengthen your children in their living.

Saint Mary MacKillop, help us to help others.

Saint Edward, pray for us.

Amen



## Term Dates (students)

**Term 1:** Years 1 – 6 Thursday 29th January - Thursday 2nd April 2026

Kindergarten Thursday 5th February 2026

**Term 2:** Wednesday 22nd April 2026 - Friday 3rd July 2026

**Term 3:** Wednesday 22nd July 2026 Friday - 25th September 2026

**Term 4:** Tuesday 13th October 2026 - Wednesday 16th December 2026

## School Hours and Supervision

The school grounds are supervised from 8.15am until the last bus leaves in the afternoon. No child is to be at school before 8.15am and all should leave the school grounds as soon as possible after 3.00pm. If your children require supervision and care before 8.15am please contact Esteem Kids.

**School starts: 8.45am**

**Recess: 11am – 11.40am**

**Lunch: 1.20pm – 1.50pm**

**School finishes: 3.00pm**

Office Hours 8.00am to 4.00pm school days.

## Sickbay

In the event of sickness a child is taken to the school office. If sickness persists, parents are contacted. Minor accidents are dealt with by the staff of St Edward's. For accidents of a more serious nature an ambulance is called and parents are contacted. This service is provided under the school care policy and parents/carers will not be charged.

## Medication

The administration of medications to all students is done by our First Aid Officers at both Campuses. If your child needs to take medication at school either on a short term or long term basis, please obtain the correct forms from the Office at either school campus. These forms must be completed before any medication can be administered. If the correct forms are not completed the medication will not be given.

## Important Information – Visitors to the School

To protect students all visitors who come to the school must report to the front office. If you are to be involved in any activity at school you must sign in via the Compass Kiosk at the front office so that we have a record of all visitors to the school.



## Compass

Compass is our School Parent Portal. It will allow you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Approve past absences for your child;
- Enter upcoming absences for your child;
- Place a lunch order for your child;
- Access your child's Academic Reports;
- Access information regarding upcoming events and newsletters;
- Book your Parent/Student/Teacher conferences;
- View up-to-date class and school attendance information;
- Download, print and approve upcoming excursions;
- Update your email address and mobile number (used for SMS alerts).

## Student Absences

Children are required to attend school from 8.45am to 3.00pm. It is essential that children are always present at school, except in the case of sickness. Whenever a child is absent, parents are required to explain this absence through the Compass App. An SMS message is sent to parents on the morning of the absence if no notification of absence has been received before 10.00am. It is a legal requirement that you log in to Compass to explain all absences within 7 days of your child being away from school, however it is so much easier if you attend to this on the day as soon as you receive the reminder. You will NOT be able to complete this task after the 7 days has passed which means they will be recorded as Absent Unexplained.

## Arriving Late

Children arriving late to school must report to the front office with the person that is dropping them off to be signed in via the Compass Kiosk. If the student arrives at the Office unaccompanied they will be marked as 'Unexplained Late' on the roll and a text message will be sent to the Parent/Guardian at 10.00am.

## Collecting Children Early from the Classroom

Parents are not to go directly to the classroom to collect children early i.e. appointment etc. Please report to the front office to sign the student out via the Compass Kiosk and your child will be called from class. Security measures are in place to protect our student's safety and welfare and are a result of the Child Protection guidelines.



## Teacher Availability Times

Teacher's time before school is extremely limited as they are involved in staff meetings or supervision from 8.15am to 8.45am, therefore an interview at this time is inappropriate. Please avoid conferring with class teachers during lesson times as valuable teaching time is lost. Teachers are normally readily available after school. Please note teachers are unavailable on a Monday morning to speak with parents as they are in a staff briefing.

## Appointments

If you wish to speak to the Principal at length on any matter, please ring the Senior School Support Officer at the Primary between the hours of 8.00am and 4.00pm or the Assistant School Support Officer at the Infants between the hours of 8.00am and 4.00pm to make an appointment.

## Bus Travel

Children must carry a bus pass when travelling by bus to and from school, otherwise they will have to pay a bus fare. Applications are now processed on-line at [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students) or by phoning 131 500.

If the student is already approved for school travel you are able to update details via this website:

- change of address
- change of school site (eg. Infants to Primary).
- change of name

Primary applicants must live more than 1.6 km (directly) or 2.3 km (walking distance) from the school. The address on the application must be the same as the address listed on the students' school records. All Infants children are eligible for free bus travel. Bus passes must be presented each day on the bus. A subsidy is also available to parents who transport their children more than 1.6 km by private vehicle to meet public transport.

## Bus Companies

Hannaford's Coaches (02) 6762 4984

Tamworth Bus Lines (02) 6762 3999

Macpherson's (02) 6760 7190

Peel Valley/BusBiz (02) 6766 4418



# Before / After School Care & Vacation Care

Before School Care is provided for both Primary & Infants students in the Infants Campus Hall, and After School Care is provided for Infants students only in the Infants Campus Hall. After School Care for Primary students is provided in the Primary Art Room. This service is run by 'Esteem Kids' and is available only to students enrolled at St Edward's School.

The hours of operation are:

Before School Care

Monday – Friday 7.00am – 8.30am

After School Care

Monday – Friday 3.00pm – 6.00pm

Vacation Care 7.00am – 6.00pm during school holidays

The service is closed on all Public Holidays and the week between Christmas & New Year. Permanent Full-time, Permanent Part-time and Casual bookings are available.

For information and enrolment, please contact the Director of Esteem Kids, William Wong, on 0410 841 628 or [info@esteemkidsgroup.com.au](mailto:info@esteemkidsgroup.com.au)



**St Edward's  
Primary School**

# St Edward's School Uniforms

## Girls Winter Uniform

- Blue and grey checked uniform dress
- Sky blue long sleeved shirt
- Black shoes (velcro or lace up)
- Navy tights or long navy socks
- School tie
- Blue school sloppy joe
- Blue broad brimmed school hat
- School jacket



## Girls Summer Uniform

- Short white socks
- Black shoes (velcro or lace up)
- Blue and white striped uniform dress
- Blue broad rimmed school hat



## Sports Uniform

- St Edward's sport shorts
- St Edward's sport shirt
- St Edward's sport socks
- Sports shoes
- Royal blue track pants (winter)
- School jacket (winter)
- Blue wide brimmed school hat

## Boys Winter Uniform

- Long grey trousers
- Sky blue long sleeved shirt
- Black shoes (velcro or lace up)
- Grey socks
- School tie
- Blue school jumper
- Blue broad brimmed school hat
- School jacket



## Boys Summer Uniform

- Short grey socks with two blue stripes
- Black shoes (velcro or lace up)
- Sky blue short sleeved shirt
- Grey school uniform shorts
- Blue brimmed school hat



## Sports Uniform

- St Edward's sport shorts
- St Edward's sport shirt
- St Edward's sport socks
- Sports shoes
- Royal blue track pants (winter)
- School jacket (winter)
- Blue wide brimmed school hat

All children are expected to wear the designated school uniform on the correct day. **Monday, Wednesday and Friday -SPORT UNIFORM**  
**Tuesday and Thursday- SCHOOL UNIFORM**

A note from a parent or guardian is required when a child is not wearing the correct uniform. This would normally be only for a short period of time.

**Please ensure that all clothing is clearly labelled. This is MOST important.**  
**All St Edward's uniform items can be purchased from Lowes.**

## Hats

Our policy of 'No Hat, Sit in the Shade' extends to all terms. This means the children must wear a school hat at all times when in the playground, or they will sit in the shaded areas. All children are expected to wear a St Edward's hat, which is royal blue with the school emblem on the front. Hats are available for purchase from Lowe's. Please ensure your child wears the correct St Edward's School hat.

## Clothing Pool

St Edward's operates a Clothing Pool where second-hand uniforms may be purchased at affordable prices. Parents are invited to donate uniforms or send in items to be sold.

Items may be purchased from the:

- Infants Office 8.30 am to 3.30 pm Monday to Friday
- Primary Office 8.30 am to 3.30 pm Monday to Friday

## Sacramental Programs

Year 6 Confirmation

Year 3 Eucharist

Year 2 First Confession

Primary children have the opportunity for Mass and Reconciliation each term. Parents are welcome to attend Class Masses.

Infants' children have the opportunity for prayer celebrations each term and on special occasions all children take part in Whole School Masses. Once again parents are always welcome.



## School Fees

School fees for 2026 are:

- 1 child \$1710
- 2 children \$3078
- 3 or more children \$3967.20

### Payment of School Fees

School fees for the whole year are billed at the beginning of Term 1. The school fee statements are issued by our Armidale Catholic Schools Office via email. Payments can be made via BPay, CompassPay, Cash and EFTPOS.

## Reporting to Parents

In each of the four terms of the school year, opportunities will be made for parents to learn of their child's progress at school.

**Term 1** Student progress meeting for Yr 1 - 6 Best Start Feedback

Kindergarten

**Term 2** Semester 1 Report

**Term 3** Student progress meeting for K - 6

**Term 4** Semester 2 Report

Please don't hesitate to contact your child's teacher at any time if there is something you wish to discuss about your child's progress.



## School Sport

The children participate in a curriculum based daily physical education program. Sport is on Monday, Wednesday and Friday when all children are expected to wear the correct sports uniform.

### St Edward's Sport Houses are:-

Kennedy - Green

Therry - Blue

MacKillop - Gold

Chisholm - Red

Children from St Edward's have the opportunity to take part in sports that are offered via the Armidale Diocesan Sports Calendar. This includes:

- School carnivals;
- Diocesan carnivals;
- Inter-Diocesan carnivals;
- NSW PSSA;
- Interstate All Schools carnivals.

Sports will include swimming, summer trials (cricket, softball, tennis, and basketball), winter trials (rugby league, rugby union, soccer, netball, hockey, and AFL), touch football, cross country and athletics.

Swimming, cross country, and athletics will cater for all children aged 8 to 13, while the team games will apply only to the older children (Year 6 and outstanding Year 5 students).

Weekend sports are organised through community/school-based clubs: cricket, netball, basketball, soccer, t-ball, touch, oztag, hockey, rugby league and rugby union.

St Edward's is proud to offer a wide range of sports aligned with the representative pathways provided by Armidale Catholic Schools.

**Email: [setsport@arm.catholic.edu.au](mailto:setsport@arm.catholic.edu.au) or make contact with Hannah Barnes**  
(Primary Office & Sport Admin), and she will direct your query accordingly.



**St Edward's  
Primary School**

## **Jewellery**

It is recommended that special jewellery or accessories be kept safe at home (except medical alert bracelets). Earrings are permitted, and parents should ensure their child wears a plain sleeper or stud for safety. Necklaces are permitted; they should be worn under the school uniform. The school will not be held responsible for lost or broken jewellery.

## **Toys**

We discourage children from bringing toys to school, and expensive toys are not allowed. A reminder to parents, it is your responsibility if a toy is lost or broken.

## **Hair**

Hair should be neat and tidy at all times, and if long, we recommend it be tied back. Parents and carers are asked to support the school by ensuring their child arrives at school in neat and tidy attire.

## **Mobile Phones**

Students are not permitted to have mobile phones at school. If the parents deem it necessary, the students must hand their phones to their class teacher that morning and collect them before leaving in the afternoon. If a student uses a phone during school time, the phone will be taken to the office, and parents will be called.

## **Library**

There is a well-stocked library at the Primary and Infants Campus. Children are encouraged to borrow regularly and are required to bring a library bag, as communicated for general borrowing. In addition to the scheduled library sessions, children may use the library at lunchtime for borrowing and recreational activities.

## **Parent Organisations**

- The School Advisory Council meets once each term at the Primary Campus.
- The School P&F meets at least once each term at the Primary Campus.

## **Bicycles**

Only children 9 or over are allowed to ride bicycles to school and must wear a helmet. Infant children are not allowed to ride bicycles to school.



## **Change of Address**

Parents are asked to notify the school office immediately about a change of address or other relevant information. On occasions, unnecessary time is spent trying to locate parents because the office has not been advised of changes. Parents/Carers are encouraged to update personal details, such as phone numbers and email addresses, via the Compass Parent Portal.

## **Parent Helpers**

We welcome and value your help in the canteen, library and classrooms, with coaching teams, and during Sporting Events. All helpers must have a valid Working With Children Check completed. These are free for volunteers and are obtained from Service NSW.

## **Centacare**

A student counselling service is provided by Centacare New England North West. Further information regarding this service is available from our Inclusion Team.

## **Canteen**

Lunches can only be ordered and paid for via the Compass Portal before 9.00 am each school day. If you miss the lunch order cut-off time, a Late Lunch Menu is available on the Compass Portal for orders placed between 9.00 am and 12.15 pm, with a limited selection of items. In addition to lunch orders, a \$3.00 spending limit is encouraged.

The Infants Canteen opens from 1.30 pm to 1.50 pm on Wednesdays and Fridays only, and the Primary from 9.30 am to 1.50 pm.

Please note: The canteen staff at the Primary are available only from 9.30 am to 1.50 pm.

## **Music Lessons**

Piano & Guitar lessons are offered to Primary students in 2026 through the Tamworth Regional Conservatorium of Music. Please contact TRCM (6766 6911) for all enrolment enquiries.



## Infants – Morning and Afternoons Drop-Off and Pick-Up

Children at the Infants who come to school by car should be dropped off and picked up in Thompson Cres or David St. Staff cars only are allowed in the school car park.

The Eastern Side (near the hall) of David St is a No Standing Zone, which means children can only be dropped off and picked up on the school side of David St. If you park on Robert St, please set a good example for your children and use the pedestrian crossing at all times.

A parking bay exists in Thompson Crescent. This bay is to enable parents to pick up and drop off children. You are allowed to reverse angle park for 15 minutes during the school zone hours, 8.00 am to 9.30am and 2.30pm to 4.00pm. As a safety precaution, please assist your child out of the car and ensure that they are safely on school grounds.

## Primary – Morning and Afternoon Drop-Off and Pick-Up

- Morning - At 8.15 am - 8.45 a.m the Kiss & Drop is open. All entering traffic should come from Wongala Street. Students are then dropped off in one of the three parking bays. Cars exit the Kiss & Drop via Coorong Street. This is the process in wet weather as well.
- Afternoon - From 2.30 pm - 3.30 pm, the Kiss & Drop is open. All entering traffic should come from Wongala Street. Students are then picked up in one of the three parking bays. Cars exit the Kiss & Drop via Coorong Street. This is the process in wet weather as well.
- Please be considerate of our neighbours. Please do not queue across their driveways.
- Please drive slowly through the school grounds as the speed limit is 10 km/h only.



## Security at the Infants

For the security of the children, parents need to be aware of the following procedures:

- At 8.15 am, the back gate in Thompson Crescent is opened.
- At 8.45 am, the Hall gate & the back gate are shut. Parents, please note that after 8.45 am, the only access is via the gate at the front office entrance.
- At 3.00 pm, the back gate will reopen, and parents are asked to wait for the children to come out of the gate/pick-up area. This is practised during Kindergarten Transition.

Parents may collect their children in accordance with the following guidelines, which support the safety and well-being of all students:

### Picking up Children – Infants

1. Parents are not to go directly to the classroom to collect children early, e.g., for appointments. Please report to the front office, and your child will be called from class to the office.
2. Children are picked up from the Parent Pick up Zone (Thompson Cres) immediately on dismissal at 3.00 pm;
3. Parents picking up are not permitted to park in the staff car park, on the school grounds, or in designated bus zones in Robert St.
4. If crossing Robert St parent are required to cross at the supervised crossing.
5. No child will be permitted to leave the school grounds or cross the road unaccompanied to be collected by a car in the streets outside the school. This is a serious safety issue.
6. Children or parents are not to leave the grounds through the staff car park. This is for obvious safety reasons.

### Picking up Children – Primary

1. Parents are not to go directly to the classroom to collect children early, e.g., for appointments. Please report to the front office, and your child will be called from class.
2. Children who are picked up from outside the front gate will walk with a teacher in the pick-up lines at 3.00 pm. Once outside the gate and dismissed by staff, children will be allowed to walk with their parent/guardian.
3. Parents picking up are not permitted to park their cars in the staff car park, the church car park, on church or school grounds, in the bus bay or in a designated bus zone in Hillvue Rd.
4. Parents must accompany their child through the main entrance of the school and, if crossing Hillvue Rd, must cross at the supervised crossing.

**No child will be permitted to leave the school grounds or cross the road unaccompanied to be collected by a car in carparks or the streets outside the school. This is a serious safety issue.**



# Health

## Medication

If your child requires short or long-term medication, we ask that parents/carers visit our friendly office staff to complete the required forms and hand over medication. Medication should not be given to a child to hand in at school. We appreciated your support.

## Asthma

Please tell your child's teacher if your child has asthma. Asthma Action Plans are sent to all students identified as having Asthma at the beginning of each school year, and they should be returned as soon as possible. The school must keep a copy of the Asthma Action Plan, and parents must provide any associated medication. If children are not fit to attend school, they should remain at home. **It is essential that the school has your emergency contact number.**

## Nut Aware

For the safety of all children, we are a nut-aware school. We encourage parents to consider alternative foods rather than those containing nut products, e.g. peanut butter, Nutella. Thank you so much for your understanding.

For up-to-date information regarding the treatment and or exclusion period for common diseases. Please contact the school office staff.

The school will maintain a strict procedure for promptly notifying the community of any outbreaks.



## STAFF 2026

**Principal:** Mrs Alison Hatton

**Assistant Principals:** Mr Andrew Millman (Primary) & Mrs Belinda Barry Cupples (Infants)

**R.E.C. & Aboriginal & Torres Strait Islander Leader of Learning:** Mrs Sally Clarke

**Inclusion Support:** Mrs Kayla Smith (Primary) and Ms Phoebe George (Infants)

**Leader of Pedagogy (Primary)** Mrs Natasha Gippel

**Maths Specialist Teacher & Leader of Pedagogy (Infants):** Mrs Denikah Shields

### Teaching Staff

KA Mrs Lesley Ashton

KC Mrs Marisa Cartan

KW Miss Carly Wilkes

1B Miss Emily Blundell

1M Miss Nicolette Myers

1W Mrs Ailicen Ward

2H Mrs Cecily Hankin

2I Miss Indiana Hall

2M Miss Moira Watts

3P Mrs Emily Press

3M Miss Georgia Merrick

3H Ms Caitlin Holman

4B Mr Mitchell Beaumont

4E Mrs Emily Marshall

4P Mrs Kizzy Pearson

5T Mrs Taylor Mavin

5M Mrs Jo Munro

5Q Mrs Belinda Quayle

6C Mr Sam Casson

6M Ms Renee McGuire

6O Mr Nicholas O'Neill

**RFF Team and Assessment Release:** Mrs Jodie James, Mrs Natasha Marshman, Mrs Sharne Eddy, Ms Bella Rasche, Mr Karl Short, Mr Ben Wedgewood & Mrs Deb Rafferty.

**Librarian (EA):** Mrs Carla Michell

### Educational Assistants:

Mrs Katrina Ashford, Mrs Beth Barrett, Miss Annabelle Collins, Mrs Priscilla Collins, Mrs Kathryn Duffy, Mrs Mei Gan, Miss Mackinlye Hodson, Mrs Jenny Maloney, Mrs Rachel McRae, Mr Jack O'Neil, Mrs Emma Noad, Mrs Natasha O'Brien, Mrs Laura Wilson, Mrs Tara Wilson, Miss Madeline Studte.

**Aboriginal and Torres Strait Islander Educational Assistants:** Miss Brittany Cloake & Mr Jarrod Peachey - Primary and Mrs Amanda Gwalter - Infants

**Senior School Support Officer & Principal's Assistant:** Mrs Melissa Salvestrin - Primary  
**Assistant School Support Officers:**

#### Primary:

Mrs Amanda Allen (Mon - Fri)

#### Infants:

Mrs Angela Sauer (Mon - Thurs)

Mrs Hannah Barnes (Mon - Fri)

Mrs Sue Kellett (Mon - Fri)

Mrs Monika Joubert (Mon - Fri)

**Infants Volunteer:** Miss Kylie Fairlamb (Mon & Thurs)

**ICT Support:** Mr Jack O'Neil

**Canteen:** Mrs Nikki Bridge & TBA

**Maintenance & Groundsperson:** Mr Chris Cartan

Contact in relation to sport, please email- [setsport@arm.catholic.edu.au](mailto:setsport@arm.catholic.edu.au), and you will be directed to one of our team.



**St Edward's  
Primary School**



# Contact Information



02 6765 7847



setadmin@arm.catholic.edu.au



<https://stedwardstamworth.catholic.edu.au/>



Infants - 37 Robert Street South Tamworth  
Primary - 78-94 Hillvue Road South Tamworth



**St Edward's  
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