ST MARY'S
CATHOLIC PRIMARY SCHOOL

Maximising learning in
a caring environment
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Dear Parents,

Congratulations on your decision to enrol your child at St Mary’s Catholic Primary School.

This booklet has been printed to assist you to feel at home in our school.

St Mary’s School offers your child a sound academic education in a Catholic environment.

St Mary’s offers students and parents a welcoming family atmosphere, great community spirit, and an active parent body. Our school has a caring, progressive staff, and offers a dynamic, evolving curriculum, based on academic excellence, gospel values and spiritual awareness.

Children are accepted into this school on the understanding that you support fully the ethos and policies of the school. Our aim is to create an excellent school by having all stakeholders working together. Communication is an important part of any partnership. In classroom matters the first point of contact is the classroom teacher. In other matters please feel free to approach the office.

Primary school is an important step in a child’s development as a learner and as an individual. At St Mary’s, with your help, this can be a journey your child can make with increasing confidence. With a united approach we are able to provide a vibrant and positive environment.

We hope that you and your child’s time here at our school is rewarding, both personally and educationally.

Kind regards,

Mr Wes Rose
[Principal]
Mission Statement

Our community of St Mary’s Catholic Primary School, following the example of Jesus and Mary, commits itself to the overall growth of individuals through encouragement, care and respect.

Vision Statement

St Mary’s School is a community of faith, where priests, staff and parents work together in a spirit of Christian co-operation. Their goal is the spiritual, academic, physical and emotional growth of each child.

St Mary’s, through both formal and informal curricula, develops in all children a sense of his or her own potential. This is achieved through a climate of co-operation.

St Mary’s nourishes its community with the Word of God. Life experiences, Christian living based on Gospel values and the traditional teachings of the Catholic Church are the focus of education. The children are assisted to grow in their faith through encouragement, care and example.

St Mary’s is a vital part of St Mary’s Catholic Parish and each person in its community is helped to experience a sense of belonging. The school strives to foster an awareness of social justice and community pride, while encouraging tolerance and respect for the belief of others. The school co-operates with the parish and the wider community wherever possible in fulfilling all educational and pastoral needs, with the emphasis on family support.
Our Vision for Learning

Our staff and students at St Mary’s Catholic Primary School, through collaborative teaching and planning, are encouraged to:

- achieve quality educational outcomes,
- to grow in self-esteem and self-confidence,
- to learn to work co-operatively in groups and teams,
- to take pride in their school and their parish and
- to be responsible for their own learning.

We strive to provide our students, their parents and our staff with a learning environment that is challenging and stimulating, where a range of learning styles and teaching pedagogy are recognised and where all are able to develop their own learning future through the lens of our ideal model, Jesus Christ.
Enrolment Process

Congratulations on your decision to seek enrolment at St Mary’s School. We thank you for your interest and look forward to working with you in the education of your child.

The enrolment procedure we will follow is outlined below:

1. Complete the enrolment application form. Return this form along with:
   • Original birth certificate (we will photocopy it for you)
   • Baptismal certificate (if Catholic)
   • Most recent school report (year one up)
   • Transfer form from previous school (if applicable)

   In some cases it may be necessary for you to provide any other relevant information relating to your child’s education or progress, e.g. speech therapist’s report etc.

2. An interview with one or both parents/guardians and with your child must take place before the enrolment application can be taken further.

3. It is a condition of enrolment that parents fully support the Catholic ethos, policies and programs of the school. Parents seeking enrolment of their children ought to be aware of the school’s commitment to faith and be prepared to work in partnership with teachers. Please note that the principal or learning support teacher will contact your current school after the interview has been held.

   While the school caters primarily for children of the Parish of St Mary’s, the enrolments of children from outside the parish and / or from other faith traditions are given every consideration.

4. Please complete the enrolment form for each child, checking that details are complete (previous schools attended, health, emergency contact, etc.) before the enrolment interview.

5. To finalise your enrolment application an enrolment fee of $40 including GST per child or a maximum of $80 including GST per family is required. (Please make cheques payable to “St Mary’s School.”) This fee does not guarantee your child a place at St Mary’s.

   • If you decide to withdraw or cancel the application for enrolment no refund of the enrolment fee will be made.
   • Successful applicants will receive written confirmation.

N.B. This enrolment fee does not apply to families with children already enrolled at St Mary’s.
Absenteism/Variation To Normal Routine

In the event of children being absent, a phone call in the morning to the office is necessary. If this is not possible, contact may be made with parents to ensure the safety of the child. Tell us in advance, where possible or on your child’s arrival back to school. Children who arrive back without a written explanation or verbal advice from parents will have their absence followed up by the office.

If a parent requires a child to leave early, contact must be made with the school.

Bicycles

Children who ride their bicycles to school must wear a helmet. Children should place their bicycles in the bike racks. Bicycles must be padlocked to the bike racks in such a way as to ensure their safety.

Children are not allowed to ride their bicycles in the school grounds, bikes must be walked along the footpaths to the bikeway or the Juliet Street crossing.

Bus Service

The school is serviced by a number of buses. The first bell at 2:45 pm should ensure that children who need to catch a bus can be at the bus stop by the departure time.

Children who wait at Mercy College for buses are expected to be on their best behaviour while waiting for the bus.

Excursions

School excursions have a place and value in the educational process. In the event of any excursion being planned, parents will be informed.
Expectations

The school expects parents:

- to recognise their role as prime educators and faith models for their children and work collaboratively with teachers in this area.
- to actively support school policies and values and where possible to feel welcome to attend and participate in school activities.
- to reinforce the actions and expectations of staff in the routine of daily school life and to show loyalty to St Mary’s in view of the professional efforts of staff to develop the potential of each child.
- to communicate with the school any concerns they may have with regards to their children’s education.
- to support its desire to maintain high standards of behaviour and to pursue excellence.
- to recognise their children as individuals and to show positive interest in academic and behavioural development.

General Money Matters

St Mary’s payment envelopes are available from all classrooms and the office. If not using one of St Mary’s envelopes, please include student name, date, class, teacher, what payment is for and the amount of money on the front of an envelope with the money enclosed. Excursion monies should be sent to the classroom teacher first.
Lost Property

Lost property is placed into a box in the sick bay. Please check there if your child is missing an item. Please assist by ensuring that all items are clearly marked.

Medication

If it is necessary for a child to take medicine on a medical practitioner’s advice while the child is at school or involved in school approved activities, then the parent/legal guardian must make a written request to the principal.

A member of the school staff authorised by the principal to give medication to a student, may accept responsibility to give medication to a student while at school or involved in school approved activities, following such written requests from a parent/legal guardian. (Usually this will be the school secretary, library co-ordinator, principal or prep teacher.)

If your child is an asthmatic then please complete the Asthma Notification form that will be filed in the office.

All unused medication is to be returned to the parent/legal guardian of the student. Students should not carry medication or leave it in their desks/bags.

Newsletter

Every Tuesday, a newsletter is sent home. Please take the time to read it and keep informed of school activities.

Parental Involvement

The first point of contact is usually the class teacher for matters involving the education of your child.

Please participate wherever possible in the life of the school community. This not only assists the school but also gives a greater sense of security and ‘belonging’ to your child. One way to become involved is to attend Parents and Friends meetings or seek election to the school board. Helpers are always needed by teachers for excursions, class work, library, tuckshop, working bees etc. Your class teacher will be able to advise you on how you can be involved in your child’s class.

Parents And Friends

St Mary’s is fortunate in having a very active and involved Parents and Friends Association. It gives great support to the school and has regular meetings on the second Wednesday of each month at 6.30pm and is usually held in the media room.
Privacy Act

Our school collects and records personal, sensitive and health information from students and parents/guardians before and during the course of a student’s enrolment at our school. The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school’s legal obligations, particularly to enable the school to discharge its duty of care to students and parents/guardians. This information may also be used for appropriate parish purposes.

Parking

Parents are asked to use the car park near the church or Morley Street when bringing your child to or from school. Please only use the parking area near the office if you need to drop into school during the day.

Pastoral Care

Each class will have clearly set out rules and procedures to follow. Parents will be kept informed of behavioural expectations and advised when significant difficulties arise concerning their child. The parent’s first point of contact in any problem is the classroom teacher. Staff will treat students and parents with fairness, tolerance, care, compassion, consistency and forgiveness. Parents are expected to support their child’s teachers.
Reports And Parent/teacher Interviews

Parent/Teacher interviews are usually held at the end of first term and the start of third term. Reports are issued at the end of each semester. Parents are welcome at the school at any time, but if a special interview is required with a teacher or the principal, it would be appreciated if a mutually accepted time is arranged.

School Board

St Mary's has a school board which makes policies to guide the effective administration of the school. It also provides advice to the principal on financial and educational matters affecting the school.

Religious Education

Religion is one of the key learning areas of our curriculum. Teaching about Catholicism in particular, and religion in general, enables our students to participate effectively as a community of believers in the classroom, parish and wider community. These experiences include weekly lessons from our diocesan curriculum, participation in prayer, liturgies, masses, meditation and reflection on how we interact with others. The parish sacramental program is supported fully by the school. Students have the opportunity to participate in Reconciliation, Eucharist and Confirmation workshops in preparation for receiving their sacraments through the parish. Parents are welcome to attend school or class liturgies and masses.
School Uniform

School uniforms must be worn neatly and correctly at all times. Children not wearing the correct uniform are required to bring a note from their parents. All articles of clothing including hats should be marked clearly with the child’s name. The P & F run a uniform shop. Please check on opening times with administration.

**GIRLS**

**Daily uniform**
Blue and white pin stripe dress with school badge on left side of dress.
OR
Blue and white pin stripe over blouse with school badge on left side of blouse and navy pleated skirt/skort.
Short white socks that cover the ankle, black footwear, official school navy blue hat.

**Sports uniform**
School sport polo shirt, navy taslon shorts with SMS emblem, white socks that cover the ankle, joggers (refrain from fluro colours and laces).

**Jewellery**
Studs and sleeper. Watches, one signet ring and chain and crucifix or Christian symbol. (Please keep all other jewellery at home.)

**Hair**
Be neat in appearance and not falling into eyes. Children with shoulder or longer length hair must have it tied back. Hair may not be dyed or worn in a style that is extreme or inappropriate for school. Hair accessories should be minimal and must be in colours of navy blue or white.

**Winter**
Navy jumper with school badge on left side. Navy tights.

**BOYS**

**Daily uniform**
Blue shirt (badge on left side), navy shorts, grey socks, black footwear, official navy blue hat.

**Sports uniform**
School sport polo shirt, navy taslon shorts with SMS emblem, white socks that cover the ankle, joggers (refrain from fluro colours and laces).

**Jewellery**
Watches, one signet ring and chain and crucifix or Christian symbol.

**Winter**
Navy jumper with school badge on left side. Navy track suit bottoms.

**Hair**
Be neat in appearance and not falling into eyes or past the collar. Hair may not be dyed or worn in a style that is extreme or inappropriate for school (i.e. no tracks or no shorter than gauge 2).

**SHOES**
School shoes must be black
Sport

Children should wear sport’s uniform on the days as advised early in the school year. There are a variety of games and skills organised throughout the year. These include netball, cricket, soccer, softball, rugby league, touch football, hockey, athletics and gymnastics.

St Mary’s School Statement On Bullying

At St Mary’s, we use a proactive approach to tackling bullying. The “You Can Do It!” program and “The Virtues Project” are our basis for developing a positive, cohesive and faith-filled learning environment. Our anti-bullying policy, which is provided for all staff, students and parents, specifies our expectations and procedures. All stakeholders are required to support our policy.
Student Protection

St Mary’s has a comprehensive approach to student protection which builds on measures already in place to safeguard children and the integrity of caring, professional teachers. All students have the right to expect that the school will always do all that is possible to protect them from any kind of harm and to create a safe and positive learning environment.

Tuckshop

Children are required to enclose money in a brown paper bag with their name, grade and order clearly marked on the outside. Children from prep to year 3 have tuckshop boxes available in their classrooms. Boxes for children from year 4 to year 7 will find that their box is situated at the tuckshop and their orders need to be placed in these boxes before school commences. Tuckshop days are Wednesday, Thursday and Friday.

Visitors

All visitors should report to the school office and sign the visitor’s book so that we know who is on the school premises.