

## PARENT INFORMATION BOOKLET



# St Mary's School

To do ordinary things extraordinarily well

## Faith Life



**Principal:** Ms Adriana Coniglio

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**School Supervisory Hours:**

8:20am—3:20pm Monday to Friday

(Starting bell is at 8.40am and finishing bell is at 3.05pm)

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Faith    Respect    Responsibility    Trust    Leadership    Honesty    Sportsmanship    Forgiveness

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# Introduction

St Mary's School and Parish welcomes you and your children into our school community. The information presented in this booklet is designed to assist you and your family to become familiar with our school.

Please read the contents carefully and if you have any questions or suggestions, the Principal and staff will be happy to assist you.

## Vision & Mission Statement

***St Mary's School Vision is to be a flourishing Catholic community where all strive to be compassionate, resilient, confident and independent learners.***

***St Mary's mission is to educate, nurture and develop all to reach their full potential.***

## Philosophy

The following beliefs and practices underpin the St Mary's School philosophy:

- Building and maintaining relationships is the cornerstone of our school community
- All children can learn
- Learning outcomes will be maximised when children feel safe, connected and engaged at school
- Students are encouraged to be active and self-directed in their learning
- Our school values are reflected in all we do

# Core Values

At St Mary's School we are dedicated to our core values and instill in the children the importance of developing these values within ourselves.

- Faith:** We believe strongly in God and in each other.
- Responsibility:** We have a duty to be accountable to ourselves and to others.
- Leadership:** We set a positive example in the classroom, playground and community.
- Sportsmanship:** We play fairly for the enjoyment of all and encourage each other to do our best.
- Respect:** We value others, their property, the environment and ourselves.
- Trust:** We rely on each other to do the right thing.
- Honesty:** We tell the truth and act truthfully.
- Forgiveness:** We accept apologies and give others the opportunity to do the right thing and to have another chance.

# School History

St Mary's School was founded in 1927 and staffed by the Sisters of St Joseph of the Sacred Heart. The sisters worked, for the first 10 years, in a lean-to beside the Church, the present School/Parish Hall being the original Church building. The sisters withdrew in 1986 leaving the management of the school to the Catholic Education Office.

The first two brick classrooms were opened on the 29th January 1939 by Archbishop Prendiville. Subsequent classrooms were added in 1959 and 1969. In 1970 the current Science/Music Room was built. Sometime after 1970 an Administration Area was added to the existing classrooms. The children's toilet area was built in 1980. In 1994 a major building program was completed to provide a new administration area, staffroom and three classrooms. In 2011, we added a new library, toilet block and uniform shop. In 2011, we added a new library, toilet block and uniform shop. In 2015, we added a new portable classroom to ensure we had enough room to establish a single stream school.

The Congregation of the Sisters of St Joseph of the Sacred Heart was founded in 1866 in Penola in South Australia by blessed Mary MacKillop (Mother Mary of the Cross) and Father Julian E. Tenison Woods. The Catholic education of poor children was the Sisters' prime task as well as undertaking urgently needed works of charity.

# Community Groups

At St Mary's we strongly encourage parents to be involved in school life. In addition to assisting their children with their education we have two community groups which contribute further in the running of our school.

1. **School Board:** The School Board is responsible for the financial management and planning of the school. It consists of the Principal, the Parish Priest, a P&F Representative and a representative of the Parish Council. Another six members are elected each year at the Annual General Meeting in November to form the Executive.
2. **Parents and Friends Association (P&F):** The P&F Association aims to promote and further the interests of the school and children who attend. This is presently achieved through parent information meetings and fund raising activities. The P&F also meets regularly (twice per term) and parents are encouraged to attend.

Currently St Mary's is very fortunate to have a very active and enthusiastic School Board and P&F Association.

# Parent Involvement

We encourage all parents to maintain close contact with class teachers regarding the children's progress. Parent / Teacher interviews, open mornings and parent information evenings provide such opportunities.

As part of the school community each family is expected to support school activities in addition to the payment of school fees. Parent assistance in the Canteen on a roster basis and contributing and being involved in the planning and organizing of P&F fundraising activities is essential and an expectation.

Classroom help with reading, sports carnivals, excursions and covering books etc is always very welcome and appreciated. Occasional busy bees require the support of all parents and makes the work a shared community project. These activities reduce cost and build community spirit among us all.

# Religious Education

The Religious Education (RE) program is a fundamental part of the school's effort to help students towards a conscious choice of living a responsible way of life.

The Religious Education program works in partnership with the family to:

- Encourage a commitment to the values of Christ
- Foster spiritual growth and conscious contact with God
- Overcome self-centeredness
- Serve God in others

Religious Education is a regular part of each class program, based on the Archdiocese Religious Education Units which are approved by the Catholic Education Office of WA.

Regular opportunities are provided for the students to participate in Masses, Liturgies and class prayers.

St Mary's School is dedicated to the Mission of the Catholic Church which is to proclaim the Gospel of Jesus Christ, or evangelise, in the world today.

## School Masses

As part of the children's Catholic education and faith development, the students will participate and attend school and community Masses. We believe it is the responsibility of the school and parents to ensure the children's faith is developed. It is a requirement of all parents of students enrolled at St Mary's School that they support the Catholic ethos and ensure their children attend these events throughout the year. Please refer to the school's Religious handbook for further information. At the beginning of each term a school calendar is distributed to all families indicating the dates of the School and Community Masses. These are also regularly published in the school weekly newsletter.

## Sacraments

The Archdiocesan Religious Education Units that are implemented in our classes mean that children continually prepare for the Sacraments of Reconciliation, Eucharist and Confirmation. Students then receive regular follow-ups after these Sacraments.

The Sacrament of Reconciliation takes place in Year 3 and the Sacrament of Eucharist (First Holy Communion) in Year 4. The Sacrament of Confirmation takes place in Year 6.

Parents are assisted to help prepare their children for these Sacraments, through a Parish based program. Usually this consists of at least a Parent Workshop that usually takes place of an evening.

## Curriculum

St Mary's School follows the Standard Australian Curriculum in addition to our first Learning Area of Religious Education. The Learning Areas taught are:

- Religious Education
- English
- Mathematics
- Science
- Humanities and Social Sciences
- The Arts
- Health and Physical Education
- Technology
- Italian

# Assessment

Throughout the year students are assessed in many different ways by the classroom teachers. In addition to this day-to-day classroom assessment, St Mary's School also collects data using various Standardised Tests.

Standardised Testing in English and Mathematics is conducted in Term 4 for students from Year 1 to Year 6. These tests are used as a tool for measuring the students' progress and to identify school wide focus areas and to identify individual needs of the students in their learning.

In addition to this students in Year 3 and Year 5 are involved in the National NAPLAN Testing and the Bishops' Religious Literacy Test.

Each year a standard Semester Report is issued to each child based on their achievement in the various Learning Areas.

**Pre-Primary Assessment:** At the beginning of Term 1 the students are involved in On-Entry Assessment. The main purpose of the On-Entry Assessment Program is to provide teachers with information about the skills and understandings that a child brings to school.

# Supervision

Supervision of students at St Mary's begins at 8.20am and concludes at 3.20pm. If your child needs to be at school outside of these hours a letter explaining the reason must be presented to the Principal in special circumstances.

During recess and lunch the students are actively supervised by staff whilst they are in and around the playgrounds. Small incidents requiring first aid will be dealt with by the staff, however please note that any head injury will require a phone call to parents, usually as a courtesy. In the case of a serious incident an ambulance will be called immediately and then parents will be notified as soon as possible. A member of the Leadership Team will stay with the student until the parent arrives.

Parents who wish to collect their children during school hours are required to go to the front office and sign their child out. If returning the child back to school during school hours parents are to go to the front office and sign the child back into school.

# Start and Finish Times

**Kindergarten and Pre-primary:** The doors of the classrooms are opened from 8.20am and the start of school begins at 8.40am. Parents are encouraged to stay for approximately 10 minutes after the bell to read, complete puzzles or play with other items with their children to help settle them for the school day. Students who attend a full day should be picked up at 3.05pm. As Wednesday is a half-day for Kindergarten students, parents are to pick their children up at 11.45am.



**Year 1 and Year 2:** The doors of the classrooms are opened from 8.20am and the start of school begins at 8.40am. These students should be escorted to the classroom by a parent, guardian or bus buddy.

**Years 3 – 6:** Students are to be at school no earlier than 8.20am. The first bell sounds at 8.40am. Students should enter the classrooms from 8.20am and should use this time to organize themselves for the school day. There is no play before school.

**School Finish Times:** The school finishes at 3.05pm each day except Wednesday which is early close at 2.35pm.

## Recess and Lunch

**Kindergarten and Pre-primary:** In Kindergarten and Pre-primary the children bring their own fruit and water in a water bottle. Please pack one piece of fruit for morning recess.

During recess and lunch breaks the children are secured by a fully fenced-in playground. There are numerous staff on duty at all times and both structured and unstructured play is encouraged and organised.

Please ensure your child has access to a range of healthy foods and snacks in their lunchboxes. Water is the most suitable drink and foods high in sugar, salt and saturated fats should be discouraged.

**Year 1 – Year 6:** In these years the children need to have a snack packed for recess in a separate container from their lunch. Lunchboxes get collected at the start of the day and refrigerated in the school's cool room, so children will need to be able to access food for recess from their school bag.

The children are dismissed out of their classes for recess at 10.40am until 11.00am. On Mondays the younger children are dismissed a little earlier in order for them to attend the Tuck Shop before the older students. All students are to sit down to eat for approximately 10 minutes after which time they will be dismissed by the duty teacher after a second bell before they can go out to play.

The lunch bell rings at 12.40pm for the commencement of lunch. Again the children sit down to eat for approximately 15 minutes. After this time a second bell will ring and the students are then dismissed by the duty teacher to go and play. The end of lunch bell then sounds at 1.15pm.

## Tuck Shop

The Tuck hop is run by parent volunteers and is open for the students in Years 1 – 6 to buy recess and lunch on Mondays only. If there is a public holiday or the first day of term falls on a Tuesday, the Tuck Shop will operate on the Tuesday for that week.

Pre-primary students may buy their **lunch only** from the Tuck Shop. Their lunch orders are put in a box in the classroom and taken to the Tuck Shop. For all other students lunch orders need to be taken to the Tuck Shop before school begins.

The Tuck Shop Committee is committed to providing healthy food choices and welcomes parents who are able to assist in any way. There are two shifts for volunteers:

1. From 8.30am – 11.00am
2. 10.00am – 1.00pm

It is an expectation that each family places their name on the roster to assist in the Tuck Shop throughout the year. To be on the roster on a regular the basis, such as once a term, is ideal. In addition to this, donations of homemade cakes, muffins and other snacks are always welcome for sale at recess. In order to continue our successful Tuck Shop at St Mary's all parents need to be involved in one way or another.

## Attendance

All students who are enrolled at St Mary's School are expected to attend. If for some reason your child is unable to attend the Education Act of Western Australia requires a signed note to be submitted to the classroom teacher on your child's return explaining the absence.

On the morning of the child not attending school please ensure you call the school office before 9.00am to let the school know your child will not be attending. If the school has not been contacted you will receive a SMS to your mobile phone from the school office to verify the absence.

If you are planning an extended holiday a letter to the Principal prior to your departure is required in addition to a meeting with your child's teacher to organise class work.

## Sickness

If illness occurs at school, parents or emergency contacts are notified to collect the child. If contact is not possible, medical attention will be sought if necessary. In case of infectious diseases, children are required to be absent from school according to the Health Department Regulations. A doctor's certificate should indicate clearance and when it is safe to return to school.

## Family Details

**Please notify the school of any change of address, email, telephone numbers, place of work and contact numbers in case of emergency.**

These details are kept in confidence and will not be given out without your permission. It is essential the school has up-to-date information on our databases.



## Assemblies

Class assemblies are held twice per term on Thursday mornings of Week 5 and Week 10 in the under covered area. They commence at 8.45am and usually run between 30 - 40 minutes. Parents, family and friends are welcome at all assemblies and can gather on the grassed area or sit on the chairs provided in the under covered area.

## School Newsletter

The school newsletter is distributed fortnightly on Friday afternoons via email to each family. The newsletter contains information about upcoming events, Principal's messages, school and staff activities, Tuck Shop information and rosters and also some public notices of interest to the school community. Parents are encouraged to read this newsletter and ensure their email addresses are kept up-to-date. The school website can always be accessed for the school newsletters also. If you do not have email or internet connection please contact the school office to make alternative arrangements to receive the school newsletter.

## School Library

St Mary's School is very fortunate to have a well-resourced and modern Library. Classes are timetabled each week for book borrowing. In addition to the books we have a fantastic Computer Lab filled with Apple Computers which classes are scheduled each week for lessons.

## Valuables or Toys

We ask parents not to allow children to bring valuables or toys to school as this may cause children to become distressed if they get lost or broken. If anything is brought to the school and goes missing it is the child's responsibility. At times some children will be asked to bring in something for news, in these cases the item may be used for news and then placed back into the school bag or kept secure in the classroom.

## Parent / Teacher Contact

The Principal and staff are readily available to discuss your child's progress and appointments can be made with the class teacher either before or after school to discuss parent concerns. Before making an appointment with the Principal in regards to your child, it is strongly encouraged a meeting has already been completed with the classroom teacher.

Early in Term One a Parent Information Night is held to outline classroom procedures and to meet each other. Further meetings can be organised throughout the year.

# Staff Professional Learning Days

Teachers regularly attend Professional Learning Days to maintain high standards in all aspects of school life and are included during the year. The students will not attend school on these days and ample prior notice of these times will be given throughout the year, especially through the Term Calendars and through the newsletters.

## School Fees

School Fee accounts are sent out each term. Please pay your school fees at your earliest convenience. If families are having difficulties with the payment of school fees an appointment should be made with the Principal to discuss payment plans and to arrange alternative options.

School Fees can be paid:

- By Cash/Cheque
- BPay or
- Direct Debit

## Early Childhood Education

At St Mary's our Early Childhood Programs run for our Pre-Kindy (3 year olds), Kindy and Pre-Primary. The programs are planned in a way which provides experiences and activities which are developmentally appropriate for the students' ages. These programs value and take a play-based approach, whereby young children learn through hands-on experiences and their natural curiosity.

Activities are designed to take into account the individual needs of each child. As the timetable is flexible, there is more time for children to initiate their own learning and solve problems at their own pace.

The programs value the continuing involvement of parents and acknowledges the valuable part which parents play in their child's education.

## Transitional Years

During Term Four each year, the following orientations take place for our students:

- Kindergarten students participate in an orientation day for Pre-Primary
- Pre-Primary students participate in an orientation for Year 1
- Year 6 students participate in various days visiting Merredin College throughout the year to be ready for High School.

# School Uniform

There are several General Rules regarding School Uniform at St Mary's School:

1. All students must wear a school hat at all times – no hat/no play rule applies.
2. Fashion accessories are not permitted in the school. To achieve this students are not to wear jewellery; nail polish; hair clips or accessories in anything other than school colours; fashion or expensive wrist watches; bracelets or bangles.
3. Stud or sleeper earrings and plain watches are acceptable.
4. Long hair must be tied up. Very long hair should be plaited. Extreme hairstyles are not appropriate at school.
5. Sports uniform is worn twice a week, on Wednesdays and Fridays.
6. All items of uniform are to be clearly labeled with the child's name.

## SUMMER UNIFORM – Term 1 & 4

### GIRLS' SUMMER UNIFORM YEARS 1-6

- Black lace up leather type shoes (or Black/Brown Sandals for up to Yr 3)
- White Socks with no logos
- Grey and maroon check dress
- School coloured hair accessories
- Maroon School hat with logo

*If a jumper is required in Terms 1 and 4, the V-neck jumper can be worn.*

### BOYS' SUMMER UNIFORM YEARS 1-7 (TERMS 1 and 4)

- Black lace up leather type shoes (or Black/Brown Sandals for up to Yr 3)
- Grey socks with no logos
- Grey school shorts
- White shirt with maroon logo

*If a jumper is required in Terms 1 and 4, the V-neck jumper can be worn.*

## WINTER UNIFORM – Term 2 & 3

### GIRLS' WINTER UNIFORM YEARS 1-6

- Black lace up leather type shoes
- White socks with no logos or Grey stockings
- School skirt
- White shirt with maroon logo
- Formal maroon jumper with gold logo

### BOYS' WINTER UNIFORM YEARS 1-6

- Black lace up leather type shoes

- Grey socks with no logos
- Grey school pants
- White shirt with maroon logo
- Formal maroon jumper with gold logo

## SPORT UNIFORM

### GIRLS' SPORT UNIFORM

- White joggers
- White sport socks with no visible logo.
- White polo with school logo
- Maroon skorts
- Maroon school hat with logo

*On colder days, the tracksuit may be worn over the sports uniform.*

### BOYS' SPORT UNIFORM

- White joggers
- White sport socks with no visible logo.
- White polo with school logo
- Maroon shorts
- Maroon school hat with logo

*On colder days, the tracksuit may be worn over the sports uniform.*

### FACTION SPORTS SHIRTS

- MacKillop – Gold polo shirt with logo
- St Joseph – Red polo shirt with logo
- Salvatorians – Green polo shirt with logo

## KINDERGARTEN AND PRE-PRIMARY UNIFORM

- **Summer Term 1 & 4:** School sports uniform as outlined above
- **Winter Term 2 & 3:** School tracksuit with sport uniform as outlined above.

# Uniform Shop

All of the above items (excluding shoes) can be purchased from the Uniform Shop that is situated near the Year 2 Room opposite the grassed area. The Uniform Shop is open every Tuesday morning and afternoon.

<b>Opening Hours:</b>	<b>Tuesday Morning</b>	<b>8.30am – 9.15am</b>
	<b>Tuesday Afternoon</b>	<b>2.50pm – 3.15pm</b>

# Lost Property

Articles of clothing found with no name will be kept in a container outside the student toilets near the uniform shop for your convenience. Lost property and parent and student stress levels can be reduced if all items are clearly labeled.

# Transport

## Bikes

Students who decide to ride their bikes to school are to store them in the bike racks provided near the school hall. We ask the parents to ensure their children wear correct bike helmets when riding and follow all road safety rules and regulations. Riding on school premises is not permitted.

## Bus

Students who live out of town or on the northern side of the Highway have access to the school bus system. Kindergarten and Pre-primary students who catch the bus to and from school will be escorted from the bus to their classrooms by an older bus child or their "Bus Buddy". This will be arranged by your child's classroom teacher. In the afternoon a staff member walks the children to the buses.

Students in Year 1 – 6 leave their classrooms and line up in their respective bus lines near the hall getting ready to board the buses. A teacher is rostered on duty to assist the children boarding the bus and ensuring all students are accounted for.

**If your child is not catching the bus home it is essential that you notify your child's teacher in writing, otherwise it will be assumed that your child is on the bus. Please phone the school if an unexpected situation arises throughout the day and your child is not catching the bus at late notice.**

# Parking

Parents of children attending Years 2 – Year 6 are to park in the gravel car park on the south side of the school which is entered off Pioneer Road. Please drive through the church car park for access. The car lane on the far west of the carpark is reserved for waiting cars who wish to kiss and drop off/pick up.

For safety reasons, there is only access for emergency vehicles down the lane between the classrooms and the car park on the south side of the school.

**Parents of Pre-Kindy, Kindergarten, Pre-Primary and Year 1 students are able to park in the bays at the front of the School Administration buildings (entry off South Avenue).**

# Swimming Lessons

Swimming lessons are held annually at Merredin Swimming Pools. Dates and times are sent through the school newsletter and usually occur during Term 1 and Term 4.

**Term 1 – Years 3 – Year 6**

**Term 4 – Pre-primary – Year 2**

# Sporting Events

<b>Term 1</b>	Faction Swimming Carnival Interschool Swimming Carnival	Years 3 – 6 Years 3 – 6
<b>Term 2</b>	Faction Cross Country Carnival Bruce Rock District Cross Country Winter Sports Carnival	Pre-Primary – Year 6 Under 8s – 12 years Years 4 – Year 6
<b>Term 3</b>	Faction Athletics Carnival Interschool Athletics Carnival	Pre-primary – Year 6 Years 3 – Year 6

Other sporting clinics may also be planned throughout the year.

# Immunization

All children should be immunized according to recommended NHMRC Immunization Schedule. Parents are required to provide a copy of all current immunizations when making a new enrolment application (originals may be photocopied at the school).

# How a Child Grows

If a child lives with criticism he learns to condemn.

If a child lives with hostility he learns to fight.

If a child lives with fear he learns to be apprehensive.

If a child lives with pity he learns to be sorry for himself.

If a child lives with ridicule he learns to be shy.

If a child lives with jealousy he learns to feel guilty.

If a child lives with encouragement he learns to be confident.

If a child lives with tolerance he learns to be patient.

If a child lives with praise he learns to be appreciative.

If a child lives with acceptance he learns to love.

If a child lives with approval he learns to be himself.

If a child lives with recognition he learns it is good to have a goal.

If a child lives with fairness he learns what justice is.

If a child lives with honesty he learns what truth is.

If a child lives with security he learns to have faith in himself and those about him.

If a child lives with friendliness he learns that the world is a good place in which to live.