

PARENT INFORMATION BOOKLET



St Mary's School

To do ordinary things extraordinarily well

Faith Life



Principal: Mr David Hamersley

Address: 37 South Avenue, Merredin WA 6415

Phone: (08) 9041 1907

School Supervisory Hours:

8:25am-3:05pm Monday, Tuesday, Thursday and Friday
(Starting bell is at 8.40am and finishing bell is at 3.05pm)

8.25am-2.35pm on Wednesday
(Starting bell is at 8.40am and finishing bell is at 2.35pm)

Classrooms open at 8.25am

Parish Priest: Fr Philip Perreau

Phone: (08) 9041 1118

Faith

Respect

Responsibility

Trust

Leadership

Honesty

Sportsmanship

Forgiveness

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

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 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.

The first lay principal of St Mary's School was Ms Leslie Wunnenberg.

Factions

There are three factions at St Mary's School that reflect the history of the school:

MacKillop – Gold

MacKillop is named after Saint Mary MacKillop of the Cross. Saint Mary MacKillop started the Sister of St Joseph (known as the Brown Joeys). She not only helped children by running schools, she and her sisters also helped other people such as homeless woman and children, poor elderly women, orphans and people in goal.

Salvatorians – Green

Salvatorians is named after the Salvatorian priests that served St Marys' parish from 1999 – 2016. The majority of the Salvatorians working in Australia come from the Polish Providence of the Salvatorians. The Salvatorians are well known for the pastoral care they provide within their parishes.

St Joseph – Red

St Joseph is named after the Sisters of St Joseph of the Sacred Heart. The Sisters of St Joseph came to WA in 1887. They started many bushy schools. The bushy schools were born out of a need for the children of Catholic families living in remote parents of the Wheatbelt and South West to receive a religious education that was previously unavailable to them. In and around Merredin, Josephite Bushy School began in 1927. St Joseph's Convent School (now St Mary's) was one of these bushy schools.

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 Western Australia.

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. 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 newsletter via the Audiri App.

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. This consists of two Parent Workshops that take place of an afternoon and attendance at a Commitment Mass.

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 to the running of our school.

1. **Catholic School Advisory Council (CSAC):** The School Advisory Council, previously 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. Up to six members are elected each year at the Annual Community Meeting in November, from which the SAC Executive is formed.
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.

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 contributing and being involved in the planning and organising of P&F fundraising activities is essential and an expectation.

Opportunities for parent involvement throughout the year will arise and will be communicated through regular communication channels (Newsletter/Audiri app).

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 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 Religious Education Assessment (REA).

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.

Year One Assessment and Year Two Students at Risk: At the beginning of Term 1 the students in Year 1 complete the Literacy and Numeracy Assessment Suite. The main purpose of these assessments is to provide teachers with information about the student's skill set in Literacy and Numeracy.

Homework Guidelines

Rationale:

At St Mary's School, we believe in consistency across all year levels and high work standards. We value homework as a time for students to complete revision work, extend their learning and to practise skills learnt during school time.

Homework is an important part of a student's education and it helps maintain communication between home and school. It develops in children a sense of self-discipline, a sense of responsibility for their learning and pride in their achievements. Homework should be regular, relaxed, non-threatening and of benefit to the child.

All students from Year 1- 6 will be assigned homework tasks each week through Monday to Thursday by classroom teachers. Week Five of each term is Wellness Week and although there is no set homework, students are encouraged to read.

The below recommendations are seen as guidelines only, and clarification should be sought from the classroom teacher at all times.

Year 1-3: Maximum of 20 minutes per night which must include reading

Year 4-5: Maximum of 30 minutes per night which must include reading

Year 6: Maximum of 45 minutes per night which must include reading

If at any time there is any confusion, parents and students are requested to contact the class teacher for clarification on required tasks. This is an important part of the relationship that exists between school and home and the successful partnership of the educational development of the students.

Supervision

Supervision of students at St Mary's begins at 8.25am and concludes at 3.05pm. Classrooms open at 8.25am. All students are expected to sit quietly outside classrooms before doors open.

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, 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 8.25am and the start of school begins at 8.40am. Parents are encouraged to stay for approximately 10 minutes 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. There is no outside play before school.

Year 1 and Year 2: The doors of the classrooms are opened from 8.25am and the start of school begins at 8.40am. These students may be escorted to the classroom by a parent, guardian or bus buddy. There is no outside play before school.

Years 3 – 6: Students are to be at school no earlier than 8.25am. The first bell sounds at 8.40am. Students should enter the classrooms from 8.25am and should use this time to organise themselves for the school day. There is no outside play before school.

School Finish Times: 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, lunchboxes get collected at the start of the day and refrigerated in the school's cool room, so please pack separate recess and lunch boxes. The children also bring water in a water bottle. 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 year levels 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. All students are to sit down to eat for 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 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.

Crunch and Sip

Students from Kindy to Year 6 can participate in Crunch and Sip during the school day. Crunch and Sip is a time to eat vegetables and fruit and drink water in the classroom. Each child also has a suitable water bottle in the classroom to drink throughout the day to prevent dehydration.

Canteen

The Canteen is open for the students in Kindergarten– Year 6 to buy lunch and recess on Thursdays only.

Recess and Lunch orders must be placed via QuickCliQ by Wednesday at 1.00pm for that week.

The Canteen is managed by a Mrs Jessica Mills.

Attendance

All students who are enrolled at St Mary's School are expected to attend. Non-Attendance has a variety of effects on students both academically and socially. Absenteeism can increase social isolation and lack of engagement with the school community and peers. Attendance is an important contributor to a student's academic achievement - all school days matter.

Attendance is recorded twice per day.

If for some reason your child is unable to attend school 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.

This can be in the form of:

- eForm on the Audiri App
- Written note
- E-mail with the parent's name clearly stated

If the school has not been contacted prior to 9.30am, you will receive an SMS to your mobile phone from the school office to verify the absence. If there has been an error made and parents are sure that their child is at school, they are asked to contact the school office on 9041 1907 for confirmation.

If there is no response to the SMS, by the end of that School week, parents of children with unexplained absences will be given the Absentee Follow-up letter for the dates their child has

been marked as absent. Parents and Carers are required to respond by signing the follow up absentee follow-up letter with information regarding the absence. It is a legal requirement that all absences are explained.

The attendance will then be recorded on the SEQTA system. A reasonable explanation for a school absence can include:

- Medical or Dental Appointments
- Bereavement or attendance at a funeral
- Illness and accidents
- Unforeseen or unexplained circumstances

Late Arrivals

Any child arriving at school after 8.40am must be signed in through the office by an adult so that their attendance is recorded. Any child sent straight to the classroom will be sent to the office to sign in.

Early Pick up

Any child needing to be picked up prior to the end of the school day must be signed out through the office, so that the time of their departure can be recorded. If the child is returning to school after an appointment, they will need to be signed back in at the office. Students are not permitted to leave the school without adult supervision.

Leave of Absence

If you are planning an extended holiday, permission is required from the principal via the Leave of Absence Form. <https://www.stmarysmerredin.wa.edu.au/wp-content/uploads/2026/04/Leave-of-absence-form-final.pdf>

Regular non-attendance

These procedures will be followed for students if non-attendance becomes a concern.

1. If attendance falls below 90 percent, the student's teacher will follow up with a phone call.
2. If attendance falls below 80 percent, the school will arrange an attendance meeting to establish strategies to increase attendance rate.
3. Further support will be arranged through Catholic Education WA if the non-attendance concern is unresolved.

As per CEWA Student Attendance Guidelines:

Parents/Guardians Responsibility Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.

Parents/guardians must provide an explanation for any absence their child has and work in partnership with the school to support attendance.

The Parent/guardian of the student is required to:

- Ensure the child attends school at all times when the school is open for instruction, unless complying with an arrangement under section 24
- Provide an explanation for any absence their child has within three days

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. In certain circumstances a doctor's certificate may be required to 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 usually on Friday mornings of Week Five and Week Ten 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 will be distributed weekly on Friday afternoons via Audiri App to each family. The newsletter contains information about upcoming events, Principal's messages, school and staff activities. 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.

Audiri App

The AUDIRI APP is a means of communication between school and home. Through the App parents can be sent reminder messages from teachers, read the Newsletter and electronically respond to permission notes or complete absentee notes. Information disseminated through the App relates directly to school and the curriculum. It is important to change mobile phone notifications in order to accurately receive messages. Community service announcements, P&F announcements and other general announcements are all disseminated through the Newsletter and/or the P&F Facebook Page.

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.

Social Media Guidelines

Our Social Media Intent

Our intent is to use social media (Facebook, Instagram) as a means to connect and communicate with the members of our school community. We wish our content to be more accessible and to also tap into the knowledge and support base of our parent community. Our school's social media pages allow our community to keep up to date with school activities and is a place where we build community by building school spirit. We ask that our community accentuate the positives and bring to everyone's attention the little things that make our school great. The social media pages should be used in conjunction with our other methods of communicating with parents, including the school newsletter, and should not be relied upon as the sole source of information about the school.

Using Real Account Names

All users interacting with the St Mary's social media pages, by either liking or commenting on posts must do so using an account that clearly identifies them by their real name.

Raising Issues

Social media is not the appropriate medium to be raising negative issues about our students, staff or families. These should be dealt directly with the school.

Using Names in Comments

The names of students should not be posted, except by the child's parents or legal guardians, if they choose to. You can use the name of adults (eg staff or other parents) in comments when you wish to acknowledge someone's great work or community contribution. We wish our social media pages to be used to build community spirit and acknowledging someone's work and efforts

does that. St Mary's School are happy to see people support posts via a comment or like. We will not however support interactions that incite or fuel overly negative sentiment.

Social Media Interaction

Users will be able to comment on the school's postings and on comments by other users. Users will also be able to 'like' a post or comment by clicking the like button. Users will not be able to author a posting of their own or load videos and photos.

Underage Social Media Users

Social media sites have age restrictions that **DO HAVE** implications for their primary aged children. Parents need to monitor their children's online social media activity and read the terms and conditions of various sites and applications their children are interested in using. Facebook and Instagram are both restricted to those **16 years of age and above**. Parents need to be aware that they are in breach of the terms and conditions if they set up a personal account for their children to use if they knowingly understand that age restrictions apply. St Mary's School endorses these requirements. If parents choose, we encourage children under parental supervision to view our social media pages. We believe that our community's conduct on our social media pages will serve as role modelling for our future students as to how to behave in our social media spaces.

Friending Teachers

From time to time, our staff may comment on or like social media posts. Our staff operate under a code of conduct that states that they are to maintain a professional relationship with students and parents and refrain from social interaction. Please do not seek to friend or follow our staff on their personal social media accounts.

Moderation and Blocklisting

St Mary's School reserves the right to set the strength level of our social media filters and to add additional words and names to be block listed. St Mary's School reserves the right to ban any user from interacting with its social media pages for breaches of the Code of Conduct.

Alternative Accounts

Members of the community wishing to set up social media accounts using the St Mary's School name and brand must seek approval from the Principal.

Approved Platforms of Communication

The preferred means of communication for all members of the St Mary's School community is Audiri, St Mary's School Facebook and Instagram pages. Other means such as St Mary's Messenger groups, alternate public Facebook pages, etc are discouraged.

The Law and Social Media Terms

St Mary's School social media pages operate under the Commonwealth Telecommunications Act and the terms of each page.

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 regard to your child, you are strongly encouraged to have a discussion with the classroom teacher.

Early in Term One a Parent Information Night is held to outline classroom procedures and to meet each other. Parent / Teacher Interviews and a Learning Journey will be held during the year. Further meetings can be organised throughout the year, with your classroom teacher.

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

QuickCliQ

St Mary's School uses the QuickCliQ system to assist families when they are placing a canteen order or ordering from the uniform shop. QuickCliQ is a cashless online ordering system that helps you manage your children's canteen orders and uniforms. QuickCliQ enables you to place orders and make payments easily from the comfort of your home.

Visit <https://quickcliq.com.au> to set up an account.

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 for Pre-Primary
- Pre-Primary students participate in an orientation for Year 1
- Year 6 students participate in transition days visiting Merredin College in preparation for High School.

School Uniform

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

1. All students must always wear a school hat when outside – no hat/no play rule applies.
2. Fashion accessories are not permitted in the school. 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 St Mary's.
5. Sports uniform is worn twice a week, on Fridays and the designated day when your child has Physical Education.
6. All items of uniform are to be clearly labelled with the child's name.

SUMMER UNIFORM – Term 1 & 4

GIRLS' SUMMER UNIFORM YEARS 1-6

- Black sneakers (or Black/Brown Sandals for up to Yr 3)
- White Socks with no logos
- Grey and maroon check dress or Maroon Skort with inbuilt bike shorts and white shirt with maroon logo
- School coloured hair accessories
- Maroon School hat with logo

If a jumper is required in Terms 1 and 4, the woollen maroon jumper with logo or maroon polar fleece lined jacket with logo can be worn.

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

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

If a jumper is required in Terms 1 and 4, the woollen maroon jumper with logo or maroon polar fleece lined jacket with logo can be worn.

WINTER UNIFORM – Term 2 & 3

GIRLS' WINTER UNIFORM YEARS 1-6

- Black sneakers
- White socks with no logos or grey stockings
- School skirt or Maroon Skort with inbuilt bike shorts
- White shirt with maroon logo
- Woollen maroon jumper with logo or maroon polar fleece lined jacket with logo.

BOYS' WINTER UNIFORM YEARS 1-6

- Black sneakers
- White socks with no logos
- Grey school pants or grey shorts
- White shirt with maroon logo
- Woollen maroon jumper with logo or maroon polar fleece lined jacket with logo.

SPORT UNIFORM

GIRLS' SPORT UNIFORM

- Black sneakers
- White sport socks with no visible logo.
- Maroon polo with school logo
- Maroon skort with inbuilt bike shorts or unisex maroon shorts
- Maroon school hat with logo
- Maroon tracksuit pants & sports zip jacket (Term 2 & 3 or on colder days)

BOYS' SPORT UNIFORM

- Black sneakers
- White sport socks with no visible logo.
- Marron polo with school logo or white polo with school logo
- Maroon shorts
- Maroon school hat with logo
- Maroon tracksuit pants & sports zip jacket (Term 2 & 3 or on colder days)

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 the above items (excluding shoes) can be purchased from the Uniform Shop that is situated near the library opposite the grassed area. The Uniform Shop is open every Wednesday morning. Payment is cash/cheque, alternatively online orders can be placed through QuickCliq.com.au.

Opening Hours: **Wednesday Morning** **8.30am – 9.10am**

Lost Property

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

Transport

Bikes

Students who decide to ride their bikes to school are to store them in the bike racks provided near the school hall. For security purposes please provide your child with a lock for their bike. 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. Walkers and students riding bikes home wait at the front of the school until all buses have departed. They are then released by the teacher on bus duty.

Bus

Students who live out of town 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 the Assistant Principal. 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. Please see the St Mary's Website for a parking map.

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 can 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.

Sporting Events

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

Other sporting clinics may also be planned throughout the year.

Immunisation

All children should be immunised according to recommended National Immunisation Schedule. Parents are required to provide a copy of the child's MyGov Immunisation Statement when making a new enrolment application (originals may be photocopied at the school).

Dispute Management Process

St Mary's Complaints Process

Upon receiving a complaint by a parent (if made direct to teacher, the teacher shall inform the Principal immediately) a teacher/Principal shall make an appointment to speak to the parent regarding the basis of the complaint within 24 hours. (A teacher may elect to have the Principal attend the meeting). The Principal will monitor the outcome of any meeting so that an appropriate solution is sought and further communicated to the parent. Any follow up meetings/clarification/further resolutions will again be monitored by the Principal and acted upon in a timely manner. The health and safety of the child is at the forefront of all we do here at St Mary's.

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.