

*St Mary's Primary  
School Yoogali*



*Information Handbook*



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# *Welcome to St Mary's!*

St Mary's is a vibrant Parish primary school situated in Yoogali, on the outskirts of Griffith. St Mary's enjoys a reputation as a quality school. We are proud of our dedicated staff and strong tradition of close partnerships with families.

The school has a current population of 156 students in seven classes, from Kinder to Year Six. Small classes are a feature of our school with many classes containing less than 25 children.

Children learn best when they feel safe and happy. Students at St Mary's feel a sense of belonging and are engaged and challenged in a positive environment.

## *Our Website...Come and visit*

Our website contains a wide array of information about our school. We encourage you to visit our site today. It will give you a sense of our unique, student centred community.

[www.smyww.catholic.edu.au](http://www.smyww.catholic.edu.au)

## *Part of a Wider Family...Our Diocese*

At St Mary's, we are part of the Catholic Diocese of Wagga Wagga. The Catholic Schools Office, Wagga Wagga supports the 27 primary schools and 5 secondary schools in our diocese. The Catholic Schools Office can be contacted by accessing the website below. The Diocesan enrolment policy can be found at this site.

[www.csoww.catholic.edu.au](http://www.csoww.catholic.edu.au)



## *Our History*

St Mary's Church was built in October, 1936 under the direction of Father Bongiorno. The small hall behind the church was the first school and this began in January 1949, with the Sisters of St Joseph travelling from Yenda each day to teach at the new school. This continued until August 1954, when the convent at Yoogali was built.

The original convent is now our presbytery. Yenda, Yoogali and Hanwood became one parish with Father Nicholas Simonazzi, OFM CAP, as Parish Priest and it was under his guidance that St Mary's Primary and Secondary School at Yoogali was built in 1964. The Secondary School only operated for two years and St Mary's has been a Primary School ever since. Our Parish priest at Yoogali is Father Neru Leaua.

In 2007 St Mary's was enhanced by extensive redevelopments. A new library, administration area, canteen and covered outdoor area were constructed. In 2010 our school was transformed through a complete redesign and refurbishment. This provides our students and staff with new remodeled, larger classrooms, complete with art areas and the latest in technology for learning.



# *Our Vision Statement*

**In keeping with the evangelising Mission of the Catholic Church,  
We strive for St Mary's to be:**

- A vibrant, Christ-centred, Parish school, based on Gospel Values;
- A dynamic learning community educating for lifelong learning: body, spirit, heart and mind;
- A positive, welcoming environment, where the skills and talents of each individual are valued and developed, so that each person reaches their full potential.



# *Our Mission Statement*

**At St Mary's, Yoogali we are committed to:**

- Learning about and celebrating our Catholic faith tradition, whilst respecting the faith traditions of others;
- Recognising and actively promoting the collaborative partnerships that exist between parents, teachers, children and the Parish;
- Providing a comprehensive curriculum within a challenging, stimulating and supportive environment, where all members realize their true potential by valuing effort, teamwork, achievement and excellence;
- Valuing the uniqueness of each individual, whilst preparing children for the challenges of the future as thinking, caring, adaptable global citizens and future leaders;
- Sustaining a safe, happy, spiritual environment where all members of the school community are treated with dignity and respect;
- Acknowledging and supporting the skill, commitment and dedication of each staff member;
- Acknowledging and celebrating the multi-cultural diversity of our school community.



# *Today's Children: Tomorrow's Adults*

*What do you want for your child as they grow?*

St Mary's School as part of the Wagga Wagga Diocese is committed to helping children grow into adults who are:

## *Spiritual*

People who have developed a sense of wonder, awe and mystery as an important foundation for their spiritual life; who understand prayer as crucial in building a relationship with God; who demonstrate familiarity with scripture and an understanding of the teaching and traditions of the Catholic Church as a 'cornerstone' towards achieving this relationship.



## *Inquirers*

People with a lifelong love of, and search for, learning; people who are curious, who question, who know how to investigate and have the skills to conduct constructive, purposeful research into a variety of topics and issues.

## *Thinkers*

People who are able to think creatively; and critically, who can make sound decisions and tackle complex problems; who know how to access, use and apply learning processes and information in many different contexts.

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## *Reflective*

People who are accustomed to think about their thinking and learning; who reflect before action, during action and after action; who are able to analyse their strengths and weaknesses in a thoughtful, constructive manner, and work toward improvement through purposeful planning and goal-setting.

## *Adaptive*

People who exhibit a healthy 'change quotient' that is, who welcome and question change, and know how to work with change; people who use initiative to explore and create new roles, ideas and strategies, who are open-minded, resourceful and flexible, who take risks in their learning.



## *Knowledgeable*

People who have a depth understanding of significant ideas and concepts which have personal as well as global relevance and importance; who can see patterns and relationships in systems and daily life and use them to make connections between ideas.

## *Communicators*

People, who can receive, express and represent ideas and information in multiple modes and forms, and make appropriate choices for a range of audiences.

## *Collaborative*

People who know how to work effectively with others, who demonstrate appropriate teamwork and interpersonal skills in a wide variety of work and personal situations.



## *Principled*

People with a distinguishing combination of emotional, intellectual and moral qualities, such as perseverance, courage, loyalty, honesty, a sense of justice and fairness, respect for self and others, confidence; who work to live these qualities in all aspects of their lives. In our Catholic schools, these principles are the values by which Jesus lived, that is, the Gospel values.

## *Caring*

People who show sensitivity toward the needs and feelings of others, who have a sense of responsibility and commitment to action and service involving social justice issues, situations and causes beyond themselves.

## *Global Citizens*

People who are able to view the world as an integrated community, who understand interdependence, who value cultural diversity, who are able to take the perspective of other people, and consider a range of viewpoints in decision making, relationships and daily life.

## *Healthy*

People who understand the importance of physical and mental balance and personal wellbeing, who have a positive relationship with themselves as well as with others, who demonstrate a sense of individual and group responsibility.



# Curriculum Information

## *Integrated Learning*

Primary teachers do not see learning as something that can be neatly boxed into separate subjects. They know, for instance, that when a child is working with a group on a science experiment, he or she might well be questioning and explaining, writing down observations, drawing graphs, calculating results, consulting references and so on.

This kind of learning crosses all subject boundaries. Teachers call this *integration*. They value it greatly and go out of their way to plan for it to occur. It is sometimes referred to as "learning across the curriculum."

## *Key Learning Areas*

Like all Primary Schools, St Mary's students undertake studies in the six mandatory Key Learning Areas. These are English, Mathematics, Human Society and its Environment (HSIE) Science and Technology, Creative Arts and Personal Development/Health/Physical Education (PDHPE). In addition students at our school undertake daily Religious Education lessons utilising the Diocesan Religion program, 'Sharing Our Story'.



## *Teaching of the Catholic Faith*

The Religious Education program at St Mary's is a rich and engaging way for the children to deepen their Faith.

It involves:-

- Daily Religious Education instruction where the children explore their faith through lessons tailored to meet the spiritual and developmental needs of each grade level
- Regular school masses where children take on leadership roles and participate in the liturgy through dramatised gospel stories, liturgical movement and vibrant music
- Whole school participation in prayer and reflection



### *Sacraments*

In addition to our daily program of Religious Education in all classes, students have the opportunity to participate in the learning necessary to receive and understand the significance of the sacraments. Our students take part in rich, child-centred programmes as they prepare to receive the following sacraments:

Year 2 Reconciliation

Year 3 Eucharist

Year 6 Confirmation

As a school community we support the children as they take part in these sacramental programs. They become a whole school focus for the celebration of our faith.



# *Programs Offered at St Mary's*

## *Transition to School*

St Mary's is proud to offer a comprehensive transition to school program to every enrolling Kinder child. As part of this program St Mary's staff spend time with each new student in their preschool setting. In addition students are offered numerous opportunities to take part in small group and whole class orientation sessions in the term before commencing school, to ensure that the transition to primary school is a happy and positive experience.



### *Early Intervention Programs*

At the start of Kindergarten all children undertake a wide variety of formal and informal assessments, so that we may best cater for their learning needs. These assessments take the form of one to one sessions with the teacher, whole group activities and observations of the student at work.

### *Reading Recovery*

At St Mary's we believe that it is critical for students to succeed as readers in the early years. To achieve this, St Mary's offers Reading Recovery to students in Year One who have not met benchmark goals in reading. Reading Recovery is an Intensive Program with a specialist reading teacher. Children engaged in the Reading Recovery program undertake daily, 1:1, 30 minute lessons for around 16 weeks. These lessons are followed up daily with support work by parents.

### *Observation Survey*

In Term 3 each Kinder student undertakes a variety of assessment tasks in Literacy, called the Observation Survey. From this information our staff plan to meet the needs of the Kinder students. The Kinder teacher provides reading and writing extension through small group activities to students who need it and devises a targeted program of work for children requiring consolidation of key literacy concepts.

### *Language Background Other Than English*

Children who speak another language at home are eligible for additional assistance at school.

### *Caring For Others*

For several years the St Mary's community has supported the needs of a child in need through World Vision. Once per term we hold small fundraisers such as gold coin casual days for our Ethiopian sponsor child Abadi Gebri-Silasi.

In addition, St Mary's takes part a Mission Day activities to raise funds for developing countries and a Christmas Giving Mass where gifts for children are donated by our school community.

## *Student Representative Council*

Our school offers a student council, which is made up of an elected representative from each class, from Kinder to Year 6. The council is led by children in Year 6 and gives the students an opportunity to have a say on issues concerning them around our school. They meet once a month and then liaise with the Principal to discuss matters of interest.

Student Council provides our students with the opportunity to work through issues that are important to them and is another opportunity to develop vital communication skills.

## *Co-operative Learning*

We believe St Mary's is a learning Community where the most productive learning takes place in a non-threatening, supportive environment. Co-operative Learning gives children vital skills to embrace the world of the future.

Key Co-operative Learning skills are:-

- *listen*
- *move into group,*
- *stay in groups*
- *quiet voices*
- *share materials*
- *use name,*
- *begin a task*
- *stay on task*
- *complete a task*
- *record ideas*
- *manage time*
- *reach agreement*
- *gather materials*
- *make eye contact*



## *Italian Language Program*

All children participate in the Italian language program through weekly lessons with specialist Italian teacher Mrs Eleonora Taranto. The students not only learn the Italian language but also about the Italian culture which so enriches our school and school community.

## *Additional Support for Students*

*At St Mary's it is our goal to see every child reach their full potential.* Children requiring additional support are assisted in many ways. We work closely in partnership with the Diocesan Education Officer for the M.I.A. With parental permission, students identified as needing extra help can be referred for targeted individual testing. Individual programs are then designed to help students reach their learning goals. Teacher aide assistance may be provided.



## *Leadership Opportunities*

Many opportunities for leadership are available to all students at St Mary's. Each class has an SRC member.

Year 6 in particular, are given the responsibility of

- leading the school assemblies on Monday and Friday.
- Being a 'Kinder Buddy' with whom they develop a special relationship with, looking after them to ensure they settle happily into our school
- Being responsible for particular jobs around the school environment on a weekly basis such as bins and sportshed.
- running for school captain or sports captain.



## *Counsellor*

We are fortunate to have a school counsellor appointed by Centacare to our school who regularly visits our school and is of service to students and parents.



# School Routines

## Daily Timetable

<b>8.45am</b>	<b>General supervision commences</b>
9.00am - 11.00am	Morning classes
<b>11.00am - 11.20am</b>	<b>Recess</b>
11.20am - 1.00pm	Mid-morning session
<b>1.00pm - 1.45pm</b>	<b>Lunch</b>
1.45pm - 3.10pm	Afternoon session
<b>3.10pm</b>	<b>Dismissal</b>

To maximise the children's learning, parents are asked to ensure that children arrive at school on time. In the interests of the children's safety it is important that students are not in the grounds before 8.40am and are collected by 3.25pm. If a change in arrangements is made, please notify the school.

## Arrival and Departure

Children who are being picked up by car will be assembled at the car park at the conclusion of the day's lessons at 3.10pm. Children are dismissed when their parent or guardian comes to the teacher to collect them. At St Mary's, courtesy and respect for others is highly valued. All children are to say good afternoon to the teacher on duty before making their way home.



# *Girls Summer Uniform*



Girls Summer Dress - Lowes



School Hat - B&D Workwear



School Sloppy Joe - B&D Workwear



Short Navy Blue Socks - Lowes



Black Shoes

Hair is to be tied back with navy blue ribbons

# Girls Winter Uniform



Navy Light Blue  
Long Sleeved Shirt  
- B&D Workwear



Navy Tie - Lowes



Navy Skirt - Lowes



Navy Pants - Lowes



School Sloppy Joe  
- B&D Workwear



Navy Tights - Lowes



Short Navy  
Blue Socks  
- Lowes



School Hat  
- B&D Workwear



Soft Shell Embroidered  
Jacket  
(optional) - B&D Workwear



Black Shoes



Embroidered Beanie & Scarf  
(optional) - B&D Workwear

# Boys Summer Uniform



Light Blue Short Sleeved Shirt  
with School Emblem – B&D  
Workwear



Grey Shorts  
(no cargo pockets)  
– B&D Workwear  
or Lowes



School Hat – B&D Workwear



School Sloppy Joe – B&D Workwear



Grey Socks - Lowes



Black Shoes



# Boys Winter Uniform



Navy Light Blue Long Sleeved Shirt  
B&D Workwear



Navy Tie -  
Loves



Grey Trousers ( cargo pants  
are not permitted) -  
B&D Workwear or Loves



School Hat - B&D Workwear



School Sloppy Joe  
- B&D Workwear



Black  
Shoes



Embroidered Beanie & Scarf  
(optional) - B&D Workwear



Grey Socks  
- Loves



Soft Shell Embroidered Jacket  
(optional) - B&D Workwear

# *Sport Uniform – Girls & Boys*



Maroon/Navy School  
Sport Shirt with emblem–  
B&D Workwear



Navy Shorts – B&D Workwear



White Sports Socks



School Hat  
– B&D Workwear



St Mary's Navy Tracksuit  
– B&D Workwear



Sensible Sport  
Runners.  
(predominantly  
white is preferred)



## *Assemblies*

Coming together as a school family is highly valued at St Mary's. School assemblies are held Monday and Friday. Both are held under the COLA.

### **Monday Welcome Assembly 9.00am**

We commence our school week with a Monday morning assembly to sing the National Anthem, share messages and join together in prayer.

### **Friday Awards Assembly 2.45pm**

This is the assembly where we give awards to celebrate things that various students have achieved during the week. We also celebrate children's and teachers' birthdays.

Class assemblies, where a particular class shares some of their special talents and creations, are also held on a Friday. Dates for these class assemblies are sent home on the school newsletter. The special assemblies generally begin at 2.30 prior to the Awards Assembly.

**Parents, grandparents etc are very welcome to join us for assembly each Friday.**



## *Sport*

St Mary's students have a wide range of opportunities to participate in sport.



All Primary children participate in School Swimming, Cross Country and Athletics Carnivals during the year. St Mary's is a member of the DSC (Diocesan Sports Council). This means that St Mary's children have the opportunity to take part in a variety of sports such as soccer, rugby league, netball, hockey, tennis, and touch football. Whilst encouraging excellence we also strive to ensure that every child has the opportunity to take part and feel a sense of personal achievement through their sporting endeavours. What is very special about our school is the opportunity for the *whole* school to participate in carnival days. Family and friends are welcome.

Each year various specialised sporting opportunities are offered. Examples include athletics, swimming, basketball and AFL where local qualified sporting coaches share their skills and knowledge with the students.

## *Banking*

St Mary's students have the opportunity to participate in school banking through the Commonwealth Bank on Mondays. Banking is offered as a means of supporting the practice of regular saving. The school receives a commission for each deposit whether big or small.



## *Transport to St Mary's*

### *Road Safety*

When visiting St Mary's parents are asked to use the rear car park. In the interests of our students' safety parents traveling by vehicle are asked to show extreme caution around vicinity of the school.

Motorists who do not stop at the school pedestrian crossing marked by orange flags, or park in the No Parking zones outside the school, stand to receive fines in excess of \$200.

### *Wet Weather*

In wet weather children travelling by car from the rear carpark can be picked up from the weathershed at the rear of the school. Children being picked up at the church carpark can be collected from the front verandah.

### *'Kiss and Drop' Zone*

At the front of the school adjacent to the disabled parking zone, a No Parking, 'Kiss and Drop' Zone is provided. At this point motorists are permitted to pause to allow children to alight or embark. Please do not park or stop in this area. It is designed to ensure a smooth flow of traffic.

### *Farewell*

Students are asked to say 'good afternoon' to the teacher on duty each afternoon as they leave. The way we greet, treat and speak to other is important at St Mary's and it is also a way to ensure we see your child leave safely.



## *Canteen*

St Mary's offers canteen on Mondays and Fridays. The canteen is run on a voluntary basis. In addition to weekly canteen numerous special canteen days are held which may include pizza and pasta days, soup days, sausage sizzles and multicultural day.

Parents are provided with a canteen price list. To order their lunch children write their lunch order on a paper bag and place it in the lunch order basket before school. This basket can be found outside the canteen each canteen day. Ordered lunches are distributed by each class teacher.

On other days, students may order lunches from Yoogali Store by placing a lunch order bag into their class message tub in the office in the morning.



## *Canteen Committee*

A dedicated committee of St Mary's parents run the School Canteen. They organise the parent roster each term and ensure that ordering takes place to keep the canteen running smoothly. The children love to see their parents at school and this is one way to help out. All families are expected to support our canteen, by either joining the roster to attend canteen once a term, or by providing recess food once a term.



## *Excursions*

Excursions are a valuable experience for children of all ages. They give children an opportunity to enrich their learning in an exciting and relevant way.

At the start of each year, parents are asked to give permission in advance for minor local excursions such as school carnivals.

Parents are always fully informed of impending excursions. Permission notes are sent home advising of details concerning each excursion, including the nature of the excursion, the cost, time, venue, expectations regarding uniforms etc. Parents are required to fill out the permission form and return it with any money needed by a specified date.

As part of the Stage 3 Curriculum, Year 6 students visit Canberra for a three day excursion to learn about our parliamentary system. It is a fantastic opportunity for learning and personal growth, which the students eagerly anticipate.

## *Our School Library*

We have a library at school which students have access to. Classes are taken with their teachers for opportunities to research for information and also to share and enjoy a wide variety of fiction books.



## *Money sent in to School*

Most activities such as bus fares are billed with each family's school fees. However when money is sent into school for any reason, it is imperative that it is sent in a sealed envelope, with the child's name, activity and class clearly written on the front. This envelope should be handed to the class teacher upon entering the classroom in the morning. There are St Mary's payment envelopes available free of charge at the office. These have a space to write your name and boxes which can be ticked to indicate the type of payment being made eg. excursion or school fees. Students can place envelopes into class message tubs.

## *Message Tubs*

All notes, money and other items to go the office need to be put into the Class Message Tub. This should be done in the morning. Classes collect the Message Tub at 3.00pm so that notes etc can be handed out.



## *Lost Property*

Please help by **labeling everything** and by checking from time to time to see if articles are still labeled and that your child has not brought home articles of clothing belonging to another student. It helps the speedy return if articles are named to clearly include the child's surname. Lost property is returned to the owner if it is labelled, if not, it is sent to lost property storage and after a period of time, sent to the clothing pool for re-sale.



## *School Fees*

School fees are the major means of income for the school and are invoiced to families in Terms 1, 2 and 3. The School Council budgets carefully each year. Fees are kept to a minimum and discounted for parents who have more than one child enrolled.

Accounts are sent out at the beginning of each term via email. Arrangements can be made with the principal for weekly and monthly payments if this helps with family budgeting.



## *Sick Children, Accidents & Absences*

At St Mary's, staff maintain current first aid qualifications. Mrs Kym Beltrame is the St Mary's First Aid Officer and cares for students when minor first aid issues arise.

If a child becomes sick at school, parents or emergency contacts will be notified in order to make arrangements to collect them.

Should an accident occur, First Aid is administered and parents are contacted if deemed necessary. In serious cases, immediate medical attention will be sought for your child.

## *Medication*

To ensure medication is administered correctly written authority from the parents must be sent in to the school to administer medication. As well as being in the interests of the children's welfare this is a legal requirement which must be met by the school.

Children bringing medication to school need to hand it in to the First Aid Officer, Mrs Kym Beltrame to avoid accidents or misuse.

## *Absences*

By law children are required to attend school, when in session, unless they are ill. All absences must be explained via a note, email or phone call. Absences need to be explained within two weeks or the absence will be recorded as "unexplained" on your child's record. We strongly discourage taking children out school for appointments. By law, extended absences must be approved beforehand by the principal.

All children are to stay at school until 3.10pm. Permission will not be granted for children to leave early on a regular basis to attend sport or other extra curricular lessons.





### *Records and Health*

At the beginning of each year you will be required to fill in a "Confirmation of Student Details" form to ensure we have the latest information on file regarding your child.

It would be appreciated if parents could notify the school promptly of any other changes (eg address, phone number, emergency contacts) as they arise. This information may be vital in the case of an emergency.

Please also inform the school if any problem arises which may affect your child's progress.

The School is required by the State Government, to request from the parents of each child starting school a 'Proof of Immunisation Form'. If your child is not immunised against these diseases (such as Whooping Cough, Diphtheria, Measles, Mumps) the School is required to exclude that child from class, for a period of 2 weeks if an outbreak of such a disease occurs.

## *Infectious Diseases*

According to the regulations set by the Department of Health, children must be excluded from school if suffering from the following:

### **Chicken Pox**

Exclude for 5 to 7 days after the spots appear, or when blisters have all crusted.

### **German Measles**

Until the child has fully recovered or for at least 4 days after the rash appears.

### **Measles**

Exclude for 5 days from the appearance of the rash or until a medical certificate is produced.

### **Mumps**

Exclude for 9 days from the onset of the swelling, or until the child has fully recovered.

### **Impetigo**

See Family Doctor. If sores are being treated and are properly covered by clean dressing, child may attend school.

### **Head Lice**

Treatment can be carried out and child may return to school next day. Appropriate solutions can be obtained from Pharmacist or supermarket. All persons living in the same house should be treated at the same time. In fairness to all concerned, children found to have head lice must not return to school until their hair is lice free.

### **Gastroenteritis**

Gastroenteritis is caused by a range of viruses and bacterias. It includes some or all of the following symptoms; vomiting, diarrhoea, nausea, abdominal pain and fevers. The child may also develop a sore throat, runny nose or muscle aches. The symptoms can be severe so caution must be taken to treat it appropriately by rest and oral rehydration as tolerated. Children should be seen by a doctor, if parents are concerned. A Good handwashing technique is the best way to prevent spread of infection. Children should remain isolated at home for the duration of illness and for two days following cessation of symptoms.

Information sourced from NSW Department of Health (2007) and The Children's Hospital at Westmead (2009)

## *Asthma*

St Mary's is an accredited Asthma friendly school. If your child has asthma please bring a puffer/spacer and leave it here in case your child should need to use it. Please also provide a permission note giving us permission to administer this medication to your child if necessary. A copy of your child's asthma plan should be signed by your doctor and provided to the school.

We encourage students in Years 3 - 6 to be responsible for their own Ventolin whilst at school by keeping it safely in their bag and using it as necessary. Ventolin for students in K - 2 is kept in the First Aid room and is administered by the First Aid Officer.



# Communication

....Keeping the home-school link strong

## *St Mary's Newsletter*

A school newsletter goes home every second Monday via email to every family. Please provide your email details to the school secretary and update it as soon as possible if you change email address. The school newsletter is also available to read on our school website.

A Term Overview is attached to the newsletter at the beginning of each term.

## *Class Newsletters*

Class teachers send home regular class newsletters to keep parents informed of their children's work in their particular classroom.

## *Reports*

Progress Reports for each child are sent home twice per year, towards the end of terms two and four. There is time set aside immediately following the mid-year report for parents to discuss their children's progress.



## *Parent Teacher Opportunities*

Parent Information Nights are held early in Term One to inform parents about the teaching and learning content to be covered in their child's particular classroom for the ensuing year.

Several other Information Nights are held throughout the school year including Reconciliation, Eucharist, Confirmation and 6 Excursion.

Teachers are happy to have interviews, by appointment, with parents outside teaching time.



## *Parent Concerns*

We encourage parents who have suggestions or concerns related to their child's class to make an appointment with their child's teacher. If the matter of concern relates to a school based issue, then the parent should make an appointment to see the principal to discuss the particular issue in question. Never feel that your issue is too small to talk to us about.



## *Homework*

Homework is an effective tool for revision of work completed in the classroom.

Homework is a means of providing parents with information about their child's progress and course of study and is an effective means of promoting essential study skills.

The Homework policy is flexible, in that each teacher is free to set homework for their own class in whatever format they feel meets their students' needs. This may include a weekly contract, sections of which may be completed as appropriate for each child.

Homework should not interfere with family celebrations and events. It is understood that from time to time homework commitments may not be completed due to extenuating circumstances. In such instances a parent should write a short note to the class teacher.

There are however, suggested guidelines in regards to time spent doing homework each night and these are as follows:

Kindergarten, Year 1 and Year 2:                      10-20 minutes maximum

Years 3 and 4:    20-30 minutes maximum

Years 5 and 6:    45 minutes maximum



## *Parents - Part of the School Family*

At St Mary's the link between school and home is highly valued. We recognise you as the first educators of your children and we invite you to join with us in their spiritual and intellectual development by being involved in school and parish activities. We believe parents are a vital part of our school community and a partnership built on mutual trust and respect is of benefit to everyone, most importantly the children.



Parental involvement is a cornerstone of our school community and can occur in many ways, eg:-

- Class Assemblies
- Friday afternoon awards assemblies
- Class support such as reading and craft groups
- Excursions
- Sporting Days
- Social Functions
- School Council
- Canteen

## *School Council*

The establishment of the School Council followed a direction from the Bishop and the Diocesan Catholic Education Commission in July 1976. St Mary's School Council attempts to fulfill a role which ensures the participation of all responsible parties in decisions affecting our children's education. The School Council meets once a month. Parents are elected to the School Council to assist in school policy formation and financial management and fundraising events.

# *Keeping Safe at School*

To ensure the adequate supervision of all students at St Mary's, the following areas are out of bounds during recess, lunch, before and after school.

- classrooms
- behind and in front of school
- stairs and upstairs verandahs
- At recess/lunch time the children are permitted to play on the cemented areas and oval. Before school, they are allowed to play on the cement area and first section of the oval.
- During lunch break all children are seated for 15 minutes to eat lunch together. The teacher on duty uses discretion for dismissal after the lunch area is tidy.
- After school, children travelling on the first bus, line up adjacent to the basketball court to wait for the bus to arrive. Children catching other buses also assemble here, as well as children being picked up from the Kiss and Drop Area. Once pedestrian traffic eases, at the discretion of the teacher on duty, children waiting for buses may play on the basketball court.
- Children being picked up from the rear carpark assemble next to the Casella Room to be escorted to the rear of the school by the teacher on duty. To ease congestion in the drive-through area, all parents are to use the main car park unless requested to do otherwise. The drive through area (between church and presbytery) is ideal for families with babies, as parents do not have to leave the car. See the secretary if you would like to use this pick up area, as there is a limit to the number of cars which can safely access this area at once.
- Children who are collected at the drive through car park adjacent to the church, assemble in the COLA.
- In the interests of keeping our students safe, if you elect for someone other the child's parent to collect them, we must have your written or verbal permission before we can allow the student to leave our school.
- Expensive toys and objects encouraging violence are not permitted at school.
- Toys are permitted for 'News' but are to be left in the classroom at Recess and Lunch

## *Custody Issues*

The school cannot refuse access of either parent to their child unless an appropriate certified copy of a court order is provided to the Principal.

## *Keeping Sunsafe*

At all times when outdoors, St Mary's staff and students wear hats for sun protection. Sunscreen is also available in each classroom and children are encouraged to apply it daily, particularly in the warmer months.

Children without hats will be required to remain in a shady area as instructed by the teacher. Teachers are conscious of times for outside activities during the hot summer months.

## *Nut & Egg Free*

Due to students with allergies, our school is now a nut free and egg free school. Please do not send in lunch or snacks with your children that contain nuts or eggs (eggs cooked in cakes are acceptable).



## *St Mary's Discipline Policy*

We believe that discipline means guiding each child towards self-control and self direction.

The underlying concept of our discipline policy is to make the children as far as possible, responsible for their own behaviour, rather than discipline being imposed from a position of authority. Therefore, the policy is set down so that students, parents and teachers will be clearly aware of the standard of behaviour that is expected of students who attend the school.

## *Behavioural Expectations*

St Mary's students are expected to:-

- Support the Gospel values that the school promotes
- Respect the rights of teachers, parents, fellow students and other adults
- Act with reverence when in church
- Respect school property and the property of others
- Display courtesy, in speech and behaviour
- Wear full school uniform
- Display good sportsmanship
- Remain within the school grounds at all times
- Take responsibility for the cleanliness of their school environment - classroom and playground



# Kindergarten Enrolments

## *Enrolment Policy*

Our Enrolment Policy is available at the St Mary's office



## *Prepare your child for Primary School*

### **HELP YOUR CHILD TO:**

- Know his / her name and address.
- Know the safest way to and from school.
- Put away play things after using them.
- Take off and put on outer clothing without assistance.
- Know how to use a handkerchief.
- Know how to wash his / her hands, and remember to flush the toilet without help. Boys need to know how to use a urinal.
- Have all clothing and articles clearly marked in a prominent place with their full name and class.

### **TEACH YOUR CHILD**

- To know their faith. Encourage daily prayers. Show them that they are part of a faith community by taking them to mass regularly.
- To love reading by reading to them.
- To tie shoe laces and do up buttons.
- To open and close their school bag.
- To be away from home and family for short periods.
- To watch quality TV programs.

# *Our Learning Community*

At St Mary's we strive for:-

- An atmosphere in which Christian attitudes are exemplified and expected producing peace and happiness in the child
- A safe happy family community
- An educational program that encourages children to strive to reach their potential, intellectually, emotionally, socially, physically and spiritually
- Participation in liturgical worship of our church
- Educationally sound teaching methods
- Discussions with teachers by arrangement and participation in parent teacher meetings
- Reports written and verbal on the progress of each child
- Opportunities to become acquainted with educational trends
- Advance notification of school activities and adjustment to routine, except in the case of emergencies
- Loyalty to your family
- A learning community; that is growing and developing and where mutual respect, trust and loyalty are evident



As parents we encourage you to strive for:-

- An adherence to Catholic values exemplified in living and worship, praying and attendance at Sunday Eucharist
- Practical involvement in the Sacramental program and involvement in Parish life
- An interest in all that widens the child's educational development eg school excursions
- Co-operation and interest in school activities and an adherence to school policies
- When a problem or concern arises an appointment is made with appropriate teacher or principal to discuss these matters
- Loyalty to the principal, parish priest and staff and other families

*We welcome you and your family to our  
school community.*

*We believe St Mary's is special place where each and  
every child is valued and encouraged  
to reach their full potential.*



*If you would like further information about our school,  
do not hesitate to contact us.*