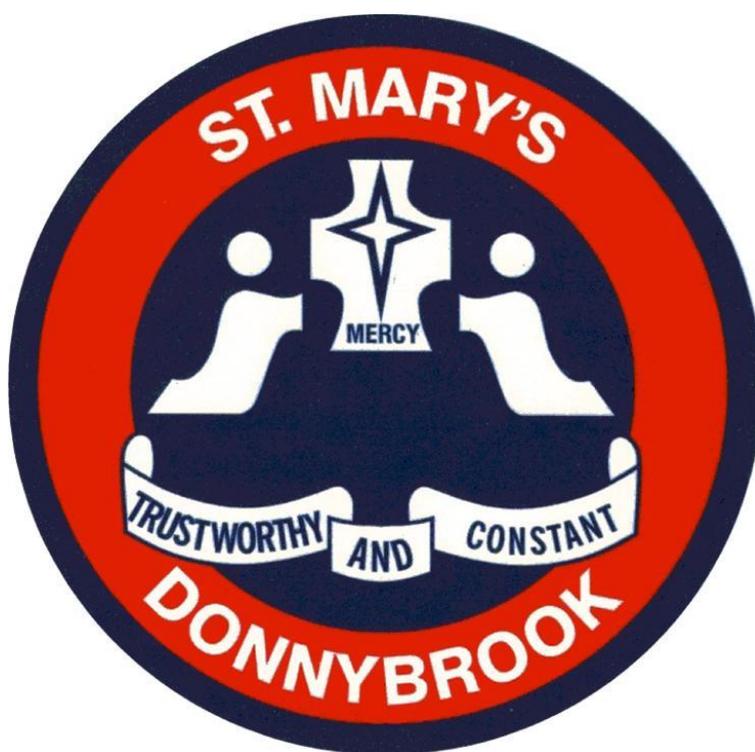


St Mary's Catholic Primary School

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PARENT INFORMATION BOOKLET

SCHOOL PRAYER

*Today we come to ask you dear God
To watch over our school, St Mary's.
Help us to use our time well here,
so that we can come to know,
love and understand you
in our teachers and in each other.
We thank you dear God
for all your gifts to us:
the beauty of the earth around us,
the love of family and friends.
Help us never to forget that you are always
there ready to listen to our prayers.
Thank you, God our Father.
Amen*



Background

St Mary's Catholic Primary School provides a Catholic education that focuses on the development of the total person in an environment where Christian ideals are witnessed, lived and valued.

Established in 1916 by the Sisters of Mercy, St Mary's was originally called St Philomena's Convent.

In 1958 it moved to its present site. After Vatican II, which was held from 1962-1965, the school was re-named St Mary's. Since this time, a comprehensive building program has ensured the facilities are of the highest standard.

Our school is a family focused community where each person is valued and respected in a safe and caring environment.

The staff are highly qualified, motivated and dedicated. They are committed to the pursuit of knowledge for themselves and for their students and respond to their responsibilities in a very professional manner.

Vision Statement

*St Mary's Catholic Primary School Donnybrook
is committed to the integration of faith, life and learning.*

Empowered by the Spirit, we work in partnership with the wider community as we endeavour to create a sense of family, where every person is respected and God-given gifts are valued. Our inspiration and strength to achieve this, comes from our mutual support and the sharing of our faith in Jesus Christ.

Mission Statement

We want our children to be:

Secure	Believers	Creative
Caring	Open	Well-balanced
	Generous	



Enrolment Procedure

Catholic schools exist to further the mission of the Catholic Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of WA to make Catholic school education available to all Catholic children, insofar as possible. The procedures to ensure that this happens are as follows:

An enrolment form is collected from the school office, filled in and returned to school along with a copy of the child's birth certificate, immunization certificate and Baptismal certificate (if applicable). This information is kept confidential and is accompanied by a Collection Notice as required by the Privacy Act.

An interview is held with the Principal for all applicants. The invitation to interview does not guarantee an offer of placement. Matters of school policy, including the fee payment structure, are discussed at this time.

The following criteria, as recommended by the Catholic Education Commission, are used in determining the successful applicants:

1. Catholic students from the Parish
2. Catholic students from outside the Parish
3. Siblings of non-Catholic students.
4. Non-Catholic students from other Christian denominations.
5. Other non – Catholic students.

In exceptional circumstances the Principal may vary the above priorities to suit particular circumstances.

- Parents are notified by the Principal if their application for enrolment has been successful or unsuccessful.
- Once a student is enrolled at St Mary's they are integrated totally into the school community regardless of their religious affiliation.
- All parents need to be supportive of the school's Catholic ethos.
- Enrolment at St Mary's does not necessarily guarantee enrolment at Bunbury Catholic College or any other Catholic schools.

Communication:

Newsletters are distributed each Thursday. We encourage families to receive their newsletters by email. This can be arranged by notifying the office of your email details if you have not already done so. If email is not an option, the newsletter may be sent home with the eldest child in the family. Term Dates are advertised in the Newsletter at the beginning of each term with reminders as events draw close. A term calendar is sent out at the beginning of each term.

Parents may make appointments to meet with class teachers or the Principal by contacting the office or teacher.

Teachers may also be contacted through email.

Forty-eight hours is a reasonable response time and teachers are not required to respond on weekends and school holidays. Teacher's emails are as follows:

nina.fiumano@cewa.edu.au

jackie.dorozenko@cewa.edu.au

annie.hutton@cewa.edu.au

claire.gilpin@cewa.edu.au

luke.skehan@cewa.edu.au

eileen.thomson@cewa.edu.au

cristina.hartley@cewa.edu.au

leah.pitts@cewa.edu.au

elizabeth.lomax@cewa.edu.au

Pastoral Care

We are committed to fostering the growth of each child within a supportive, caring environment where trust, honesty and the sharing of God given gifts is valued. Our Pastoral Care policy aims at defining these activities and enhancing already established practices as well as exploring ways of understanding and dealing with evolving needs.

Positive re-enforcement is used by all teachers to encourage appropriate behaviour and respect for others.

Classroom rules are established in a collaborative manner.

Should there be continued occurrences of inappropriate behaviour then the procedures outlined in the school's Behaviour Management policy are followed.

Parents are informed of behavioural problems promptly and are expected to work with the school in rectifying the situation.

Programs are in place for all students including an anti-bullying policy and procedures.

Code of Conduct:

Purpose

The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students.

Application

The Code applies to staff, students, volunteers, parents and guardians as applicable. The term 'parents' includes guardians.

Conduct Statements

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.
8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and well-being.

Breaches of the Code must be reported to the School Principal.

Curriculum

Our goal is to provide the opportunity for a quality education that acknowledges and caters for the needs of the individual children in their learning. To do this we use the Australian Curriculum documents to guide us in developing a learning environment that is stimulating, developmental, balanced and where children feel encouraged and supported.

Religious Education is the first Learning Area in Catholic schools and is taught along with the 8 Learning Areas of the Curriculum Framework. These are The Arts, English, Mathematics, Health and Physical Education, Science, Humanities and Social Sciences, Technology and Enterprise and LOTE (Italian).

Religious Education

Within a school environment that integrates faith, life and culture; daily Religious Education sessions are conducted in all classes.

The Perth Archdiocese Religious Education Units form the basis of religious instruction and practices in the school. All students, irrespective of religious affiliation are expected to participate in all aspects of the Religious Education programme.

Sacramental Programmes

Central to the life of the Catholic School is the preparation and reception of the Sacraments. The Sacrament of Reconciliation is received in Year 3. First Eucharist (Holy Communion) is received in Year 4. The Sacrament of Confirmation is received in Year 6. All children and their families in these Year levels are expected to participate fully in the preparation and reception of these Sacraments. A component of the Sacramental Programmes is attendance at a Commitment Mass to be held earlier in the year.

Assessment & Reporting PP to Year Six

At the beginning of each year, from Year 1 to Year 6, a whole school formal assessment process takes place. This combines a mixture of whole class and individual assessments across the learning areas of Literacy and Numeracy. The information obtained from these assessments is evaluated at a whole school level and assists to inform our school planning and teaching for the year. Also, throughout the year, a wide variety of formative and summative assessments are carried out in individual classes which are used to inform teaching and learning on an on-going basis.

Formal reporting to parents occurs on an on-going basis throughout the year. This is a mixture of formal written reports and interviews. Parents are required to attend formal interviews in Term One and Three and receive written reports in Terms Two and Four. Of course, as parents you are welcome to arrange additional interview times outside of these times if wish to discuss any issues or concerns you may have. Formal reporting times for Pre-Primary to Year Six are:

- Term One: 3-way interviews (teacher/parents/student)
- Term Two: Formal Written Reports in Week Ten
- Term Three: 3-way interviews (teacher/parents/student)
- Term Four: Formal Written Reports in Week Ten

Kindergarten

Children turning 4 years old before June 30th are eligible for enrolment for that year. Kindergarten sessions are held each Tuesday, Wednesday and Friday (full days). The session times are from 8:50-3:10, except Wednesdays when it is early close at 2.40pm.

Assessment and Reporting in Kindergarten

Kindergarten students are assessed individually through a combination of formative and summative assessment on an on-going basis throughout the year. There is also a mixture of interviews and one formal written report.

Formal reporting times for Kindergarten are:

- Parent Teacher Interviews twice a year
- Written Report in Term Four
- Portfolio containing work samples

Pre-Primary

As of 2013, the State Government has made Pre-Primary the first year of compulsory full-time schooling.

School Timetable

8.30am – 8.50am Children arrive and prepare for the day

8.50am School commences

10.30am - 10.50am Recess

12.20pm – 1.00pm Lunch

3.10pm School finishes **(2.40pm every Wednesday)**

Every Wednesday we have early close at 2:40pm to align with District High School and their bus run.

Responsibility for students will be taken between 8.30am and 3.20pm, except Wednesday. Please do not leave unsupervised children at school outside these times.

School Excursions

Parents will be notified in advance of all details relating to excursions. Every excursion is organised so that it enhances the school curriculum and full safety precautions are

adhered to. Parent permission must be given before students leave the school on excursions.

Houses

Mercy Brigid

The name Mercy honours the Sisters of Mercy who founded the school and served in it for so many years. The Sisters of Mercy in Donnybrook needed to be resourceful and determined as they built a school from nothing.

St Brigid is one of the patron saints of Ireland and she is widely revered. She really wanted to serve the poor and gave them food and clothes. She showed great determination to follow God's plan for her life.

McAuley Frayne

Catherine McAuley is the visionary woman who founded the Sisters of Mercy. Her vision was to educate the poor and marginalized, so they could develop skills that would help them to live out their lives in an independent and dignified manner.

Ursula Frayne travelled from Ireland in the very early days of the Swan River Settlement to set up a school. She showed courage and determination as she worked tirelessly to educate the children in trying conditions and with few resources.

Children will be allocated to a house once they have commenced school.

Library

Every student has access to the school library and all, including Kindergarten, may take books home. Any books taken home must be placed inside a library bag and need to be looked after.

The cost of replacing damaged or lost books will be met by parents. Please note your child's library day and ensure they have their library book with them.

Assemblies and School Mass

Each class is responsible for presenting an assembly once per year, highlighting the recent work being done by that class. Whole school open morning are also held throughout the year.

Each class is responsible for organising a school Mass or Prayer Service on a roster basis. Generally, Assemblies and Masses are usually held on Fridays at 8.50am. These will be advertised in the school newsletter and term calendar.

Parental Involvement

Parental involvement enhances learning programmes and gives parents the opportunity to be a part of their child's education at school. There are a wide range of areas that

parents can assist with in the school including committees, classroom volunteer work, excursions, sports and we encourage you to become involved.

School Board

The School Board assists the Principal in a number of ways with the two main areas being financial management and future planning. This is done in accordance with Catholic Education Commission of W.A. policies and guidelines.

Meetings are held once a month unless this falls during holiday time.

At the Annual General Meeting all parents, except those employed by the school, are eligible for election. The Chairperson's and Treasurer's reports are also tabled at this meeting. At this meeting the provisional budget for the following year will also be presented.

Parents and Friends Association

Parents are invited to be active participants in the Parents and Friends Association. The P&F is an important part of the school community. The P&F works cooperatively with the Principal and the School Board to provide parents with a forum to meet each other and to provide tangible support for the school.

The P&F contributes to the school as a Christian community and can play a significant role in the provision of pastoral support for members of the school community at times of personal and family need.

The P&F plays a primary role in 'friend raising and fundraising' whilst also providing a forum whereby educational opportunities can be provided to parents.

School Fees

School fees are essential to the operation of St Mary's and are set each year by the School Board on advice from the Catholic Education Office. If there is a problem with the payment of fees, parents are asked to contact the Principal for a confidential discussion. As of 2013 an ICT (Information Computer Technology) Levy was introduced per family.

There are various payment options available. Those families holding a Healthcare Card, or a Pensioner Concession Card can apply for the Health Care Card Tuition Fees Discount Scheme. Enquiries are to be made at the school office.

Punctuality

Punctuality is important as it is sound life skill training and teaches responsibility. Students who arrive late can disrupt morning routines. If Parents are picking up or dropping off

children between 9 and 3 they are required to complete the appropriate forms located in the office. Parents are asked to make sure children are picked up on time after school from either the designated area at the front of the school for pick up and drop off only, or at the backcar park where vehicles can be parked or left.

A reminder, also, to Parents that if you enter into the school grounds between 9 and 3 you are to come to the office first.

Sickness

If your child is ill, please keep him/her at home until he/she has recovered. If a child becomes ill during the day, parents will be contacted to take them home.

Absences

If your child is absent from school, a written explanation is required by the class teacher. There are absentee forms provided for ease of notifying the school.

Medication

The school's policy on the administering of medication has been developed with the student's well-being in mind in accordance with the directions from the Catholic Education Office. It is preferred that all medication is given by parents or guardians. Before requesting the school to administer medication, please obtain a policy document from the office. In the case of medication to be taken daily over a long period of time, there are specific school-wide procedures to be followed. Discussion with the Principal is required.

If there is a pre-existing medical condition the class teacher must be informed. An action plan may need to be developed by both teacher and parent.

Medical Services

Services available to the school include:

- ❖ School Psychologist
- ❖ School Nurse

Allergies

St Mary's is a nut aware school. With this in mind, children sharing food is not permitted.

School Uniform

Students in Years 1-6 attending St Mary's are expected to wear the correct school uniform. The purpose of a school uniform is to:

- Promote pride and loyalty in the school
- Remove competition in dress
- Develop neat grooming habits.

The Uniform Shop is open on Thursday afternoons, between 1pm-3pm via the office. Order forms are available from the school office. Payment needs to be made when orders are lodged.

Should a student be out of uniform, a note should be sent to school stating the reason why. The situation should then be rectified as soon as possible.

If a student consistently wears incorrect uniform a Uniform Slip will be sent home to remind you of the correct uniform.

No modifications will be made to the school uniform without the proposed changes being presented to the Principal who will then consult the wider community through the P&F. Only after this process is followed will changes be permitted.

Students are expected to wear their uniform in a neat and tidy manner when outside the school grounds.

All items are available from the school uniform shop and all items should be bought from the school to ensure uniformity of colour and style.

Girls Uniform:

- Summer:* Navy school skirt with shorts
Vic blue shirt with school emblem
Black lace-up shoes with school socks or navy or black sandals
School hat
- Winter:* Navy school skirt with shorts or trousers
Vic blue shirt with school emblem
Black lace-up shoes with school socks or navy tights
School jumper
- Sports:* Red polo shirt with school emblem
Royal blue rugby shorts
Royal blue jacket and pants with school emblem
Coloured Joggers and school socks

Boys Uniform:

- Summer:* Navy shorts
Vic blue short-sleeve shirt with school emblem

	Black lace-up shoes with school socks or navy or black sandals
	School hat
<i>Winter:</i>	Navy trousers
	Vic blue short-sleeve shirt with school emblem
	Black lace-up shoes with school socks or navy or black sandals
	School jumper
<i>Sports:</i>	Red polo shirt with school emblem
	Royal blue rugby shorts
	Royal blue jacket and pants with school emblem
	Coloured Joggers and school socks

Sports uniform is to be worn on their allocated sports day.

Pre-Primary, Year 4 and Year 6: Thursdays
Year 1, Year 2, Year 3 and Year 5: Fridays

Please ensure that all items of clothing are clearly labelled.

Lost Property

Unmarked lost property will be kept for a term and then sold through the uniform shop. Lost property is kept in a box in the Multi-Purpose Room.

Grooming

Hair should always be neat and tidy and should not reflect the extremes of current fashion either in style of cut or colour. If below collar length it must be tied back. No jewellery may be worn other than a functional watch. Chains with religious medallions or crucifixes need to be worn inside clothing. Hair accessories are to be restricted to red, blue, white or black. Nails are to be clipped and free of nail polish.

Birthdays

If your child is inviting *all* children in the class to a birthday party, then invitations can be given out at school. However, if some children are not being invited please give them out at some other place and time.

Canteen

Lunches, for students from Kindy to Year Six are available on Wednesdays, Thursdays and Fridays through the District High School and can be ordered through the school. A copy of the menu is emailed home at the beginning of each Term.

If a child forgets their lunch or forgets to put their order in, then a sandwich will be made at our school and a note will be forwarded to parents to inform them.

Road Supervision

Teachers are on duty after school to take students across the road outside the school and to accompany students to the bus stops. Before School a staff member will watch children coming up from where the children are alighting from the buses.

Bicycles

Children who ride bikes to school are to walk them through the school property and store them in the designated place.

School Car Park Arrangements

For drop off and pick up there is a specific space at the front of the school. Please do not park at the front of the school. The back carpark is the best place to park. Children need to be taken to and from classrooms by a parent.

Bendigo School Banking

School banking with Bendigo takes place every second Thursday in the Multi-Purpose Room between 8.30am and 8.50am each fortnight. Dates will be in the newsletter.

Insurance

All children are covered under a Catholic Church Insurance policy for accidents 24/7 for up to \$750,000. The cost of this service is approximately \$13.00 per child per year and is currently paid by the school at the beginning of each year.