

# St Mary's Catholic Primary School



## PARENT INFORMATION BOOKLET

30 Bentley Street  
PO Box 184  
DONNYBROOK WA 6239  
Phone: (08) 97342700  
Email: [admin@stmarysdbrk.wa.edu.au](mailto:admin@stmarysdbrk.wa.edu.au)  
Website: [www.stmarysdbrk.wa.edu.au](http://www.stmarysdbrk.wa.edu.au)

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Inspired by Christ, we aim to graduate confident, capable and compassionate individuals who are ready to go out into the world and lead with their head, their heart and their hands.



## 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 St Philomena's Convent School.

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.

## Code of Conduct

All staff are expected to meet the Code, as are all parents who agree to it at the time of enrolment. Breeches of the Code may result in termination of contract or termination of enrolment.

### 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 and can be done so either in person or via the school website.

## Communication and Complaints

In order for our students, your children, to have the best schooling experience possible, effective communication between home and school is essential.

Newsletters are distributed via email three times per term on Thursdays. Term dates are available on the school website, with important upcoming events also advertised in the newsletter.

Teachers will communicate directly with parents regarding pastoral, behavioural and academic matters through SEQTA Engage. Teachers will also use the SeeSaw App share with parents each child's learning journey.

Facebook is used for the sharing of Parents and Friends information, and other school promotions.

If parents have queries or concerns, you can request a meeting with your allocated teacher at any time. If the teacher is unable to resolve the issue, you may request an interview with the allocated assistant principal. If you feel the issue has not been attended to effectively you can book a meeting with the principal. If you are still unhappy with the outcome, you can contact Catholic education directly following the procedure found [HERE](#).

When communicating with a teacher, please note that in 2024, a new teachers enterprise bargaining agreement (EBA) was accepted and registered with the Fair Work Commission. This agreement aims to support teachers in better managing their mental wellbeing and workload by providing them with the right to disconnect. Given this, 48 hours is considered an acceptable time for a teacher to return communication. Teachers are not expected to return communication on weekends, school holidays or periods of leave.

Changes to the Work Health and Safety (WHS) legislation require schools to have processes in place to mitigate Psychosocial Hazards to staff. Psychosocial Hazards are those hazards that impact either the physical or psychological state of staff (or workers). Under the new WHS legislation, the principal as a PCBU (Persons Conducting Businesses or Undertakings), now has a legal responsibility to assess, manage risks and intervene when anything, or anyone, compromises the physical or psychological safety of staff. If this is the case, steps may be actioned to prioritise the safety of staff. This may include administration support during parent

meetings, prohibiting individual parents from addressing staff or entering classrooms, and in some cases prohibiting parents from entering the school site.

Teachers may also be contacted via email. Teacher emails are as follows:

Kindergarten: [nina.fiumano@cewa.edu.au](mailto:nina.fiumano@cewa.edu.au)

Pre-Primary: [jackie.dorozenko@cewa.edu.au](mailto:jackie.dorozenko@cewa.edu.au)

Year 1: [elizabeth.grubisa@cewa.edu.au](mailto:elizabeth.grubisa@cewa.edu.au)

Year 2: [jasmine.grafton@cewa.edu.au](mailto:jasmine.grafton@cewa.edu.au)

Year 3: [kate.Jendrzejak@cewa.edu.au](mailto:kate.Jendrzejak@cewa.edu.au)

Year 4: [shondelle.watts@cewa.edu.au](mailto:shondelle.watts@cewa.edu.au)

Year 5: [bronte.ukich@cewa.edu.au](mailto:bronte.ukich@cewa.edu.au)

Year 6: [nicole.oconnor@cewa.edu.au](mailto:nicole.oconnor@cewa.edu.au)

Physical Education, Music & Upper Art: [luke.skehan@cewa.edu.au](mailto:luke.skehan@cewa.edu.au)

STEM & Junior Art: [jo.wright@cewa.edu.au](mailto:jo.wright@cewa.edu.au)

Assistant Principals: [luke.skehan@cewa.edu.au](mailto:luke.skehan@cewa.edu.au) & [jo.wright@cewa.edu.au](mailto:jo.wright@cewa.edu.au)

Principal: [andrew.gammon@cewa.edu.au](mailto:andrew.gammon@cewa.edu.au)

Administration: [admin@stmarysdbwk.wa.edu.au](mailto:admin@stmarysdbwk.wa.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. In 2023, we implemented the RULER approach to the teaching of social and emotional learning. RULER, which stands for recognise, understand, label, express and regulate, is an emotions matter framework that supports schools in developing in students the skills they need to become more emotionally aware.

RULER is used to guide our relationships, teaching and learning, and behaviour management.

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

Classroom rules are established in a collaborative manner, and in the form of a Class Charter where recognised and agreed emotions are the driving force behind desired classroom behaviours.

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

Parents are informed of behavioural concerns promptly and are expected to support the school in problem solving and rectifying inappropriate school behaviours.

## 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.

## Fee Structure

St Mary's participates in Catholic Education's Low Fees initiative. The initiative makes St Mary's an affordable and accessible educational opportunity for families in the Donnybrook region. For more information on the low fees initiative and fee structure, please visit the school website.

If there is a problem with the payment of fees, parents are asked to contact the Principal for a confidential discussion.

## 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 School Curriculum and Standards Authority 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 alongside the eight other learning areas identified in the Western Australian Curriculum. For more information on the learning areas identified in the Western Australian curriculum please visit the School Curriculum and Standards Authority [HERE](#).

St Mary's supports our students with evidence-based teaching, learning and assessment practices, and has implemented such programs as Talk for Writing, Maths Trek and MultiLit. More information on these programs can be found on our school website.

## **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 early each year.

## **Pre-Kindergarten (3-year-olds)**

St Mary's offers a 3-year-olds program each Thursday morning from 9-12:30am. This program is funded by the school, so payment of fees is essential. To enrol in this program, students must have turned 3 already. Please contact the office for more information on this program.

## **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

Pre-Primary is the first year of compulsory full-time schooling and as such the same criteria regarding attendance, teaching and learning, assessment and reporting apply.

## Assessment & Reporting PP to Year Six

At the beginning of each year, from Pre-Primary 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 may be requested to attend formal interviews in Term 1 and 3 and receive written reports in Terms 2 and 4.

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 1: Interim Report + Parent teacher interviews
- Term 2: Formal Written Reports in Week Ten
- Term 3: Interim Report + Parent teacher interviews
- Term 4: Formal Written Reports in Week Ten

Reports will be made available to parents via SEQTA engage.

## School Timetable

8.30am	Children arrive and prepare for the day
8.50am	School commences
10.30 – 10:50am	Recess
12:40 – 1.20pm	Lunch
3.10pm	School finishes <b>(2.40pm every Wednesday)</b>

Every Wednesday we have early close at 2:40pm to align with District High School and School Bus Services. Responsibility for students will be taken between 8.30am and 3.10pm, except Wednesday. Please do not leave unsupervised children at school outside these times.

## School Excursions

Parent permission will be requested at the beginning of the year, with advanced notification and details relating to the excursions sent to parents prior to each excursion.

## Factions 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 students, 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 bag with them.

## **Assemblies and School Masses**

Assemblies are held three times per term with each class responsible for presenting once per year, highlighting the recent work being done by that class.

Each class is responsible for organising a school Mass or liturgy on a roster basis. 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 and sports carnivals.

## **School Advisory Council**

The School Advisory Council (SAC) 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 Western Australia Ltd. policies and guidelines.

Meetings are held once a term. There is also an Annual Community Meeting (ACM) in Term 4 and 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 SAC 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.

## **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 9am and 3pm they are required to complete the sign in/out process found 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 back car park where vehicles can be parked and left.

A reminder, also, to parents that if you enter into the school grounds between 9am and 3pm you are to come to the office first and sign in.

All parents entering the school are expected to abide by the Code of Conduct, and the incident management procedures of the school in the event of an emergency.

## **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, an explanation is required by the class teacher. Parents may notify the teacher through Seesaw, email, SEQTA Engage or phone call to the office.

## **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 WA. It is preferred that all medication is

given by parents or guardians. Before requesting the school to administer medication, please obtain and complete 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.

If there is a pre-existing medical condition the class teacher must be informed. An action plan may need to be provided by the parent in liaison with their medical provider.

## Medical Services

Services available to the school include:

- School Psychologist – Teacher support
- School Nurse

Parents should always seek support from a trained medical professional should they have concerns for their wellbeing or the medical needs of their children.

## Allergies

St Mary's is a nut aware school. With this in mind, children are not permitted to share food and all parents are asked to provide nut free options.

## 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.

Order forms are available from the school office, where orders can be made and collected. 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 the incorrect uniform, the teacher may communicate with the parents requesting the correct uniform be worn.

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.

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.

The uniform guidelines can be found at:

<http://www.stmarysdbrk.wa.edu.au/wp-content/uploads/2022/10/Uniform-Guidelines.pdf>

Sports uniform is to be worn on their allocated sports day. Allocated PE days will be provided to parents at the commencement of the year.

Please ensure that all items of clothing are clearly labelled.

School uniforms, where possible, should not be worn outside of school hours.

## **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.

## **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 Pre-Primary to Year Six are available on Thursdays and Fridays through the District High School and can be ordered through their school website.

If a child forgets their lunch or forgets to put their order in, then a sandwich will be made at school, and parents will be informed.

## **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. A staff member will also be available before school for those catching the buses.

## **Bicycles and Scooters**

Children who ride 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 car park is the best place to park. Children need to be taken to and from classrooms by a parent.

## **Further Information**

For Further information, please view our school website [HERE](#), or alternatively contact the school on 97324700.