



St Mary's



Catholic Primary School

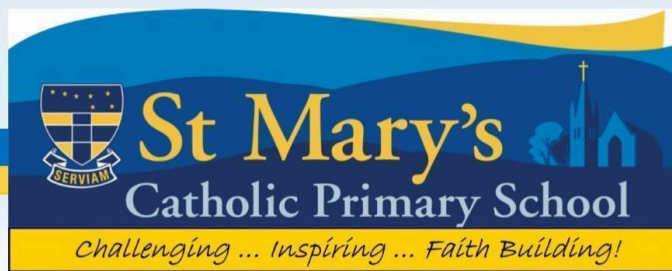
Continuous Catholic Education Since 1848

PH: 02 6772 4441

ARMIDALE NSW 2350



Parent Handbook



Our Mission

A Catholic professional learning community that challenges members in their learning, is inspired by Christ and nurtures faith.

Our Vision

A faith filled learning community that engages children to be lifelong learners that are inclusive and contribute effectively in their world.

Challenging ... Inspiring ... Faith Building!



ST MARY'S CATHOLIC PRIMARY SCHOOL HANDBOOK



CONTACT INFORMATION

Address:	156 Rusden Street ARMIDALE NSW 2350
Phone:	(02) 6772 4441
Email:	smaadmin@arm.catholic.edu.au
Web Page:	http://www.stmarysarmidale.catholic.edu.au
Parish Administrator:	Fr Paul Anthony Aguilan
Priest:	Fr Damien Locke
Principal:	Mrs Belinda Burton
Assistant Principal – Pastoral Care & Wellbeing:	Mrs Louise Reinke
Assistant Principal – Curriculum	Mrs Dale Cain
Leader of Pedagogy	Mrs Catherine Stephen
Religious Education Coordinator	Mrs Jessica Scully
Sports Coordinator	Mr Darren Lester
Teaching Staff:	
Kindergarten:	Mrs Jessie Fletcher and Ms Shani Marshall
Year 1:	Mrs Dorothy Suluma and Miss Sarah O'Brien
Year 2:	Mrs Laura Bournes and Ms Pascale Sturzenegger
Year 3:	Mrs Cathy Ross and Mr Marcel Garraud
Year 4:	Ms Tabitha Dowse and Miss Emily Adams
Year 5:	Mr Darren Lester and Mr Alec Power
Year 6:	Mrs Kelly Walters and Mrs Carrie Fittler
Other Roles:	
Librarian	Mrs Dale Cain
Inclusion Support Teacher	Mrs Kym Didlick-Godwin
Music, Choir and Orchestra Teacher	Ms Sara McNeill
RFF – PDHPE Teachers	Mrs Leesa Bible and Mrs Emma Johnson

Teacher Assistants:

Additional Needs Assistants

Mrs Felicity Turnbull
Mr Josh Cain
Miss Genevieve Tavener
Mrs Jodi Troon
Miss Caitlin Honeysett
Mrs Jenni Harper
Mr Jacob Freeman
Miss Sophie Troon

Aboriginal & Torres Strait Islander
Education Assistants

Mrs Elizabeth Stahlhut
Miss Emma Widders

Secretarial Staff:

Mrs Judi Hansen (Finance Officer)
Mrs Rebecca McCann (Personal Assistant to Principal)
Mrs Penny Patricks
Mrs Barb Hosking

Ancillary Staff:

ICT Support
Grounds and Maintenance
Canteen Supervisors

Mr Andrew Watt
Mr Tim Murray
Mrs Jodie Kratz
Mrs Sonya Symons

Parent Contacts: As at March 2024

P&F President (AGM will be held on
20/03/2024)

Mrs Jo Ward

School Advisory Council Chairperson
(AGM will be held on 11/03/2024)

Mrs Amanda Worthington

Uniform Pool

Judi Hansen

To contact teaching staff by email please use the smaadmin@arm.catholic.edu.au email address marking it to the teacher's attention. Administration staff will forward all emails to the applicable teacher.

SCHOOL FEES AND UNIFORM REQUIREMENTS

2024 SCHOOL FEES 1 child \$455 per term 2 children \$852.08 per term
3 children \$1,133.32 per term 4 children \$1363.88 per term

School Fees include the Activity Fee \$60 per child per term and the Building Levy \$33 per child per term.

To assist families with three or more children to continue their Catholic education, O'Connor Catholic College offers a discount on school fees if the children are enrolled in either St Mary's or O'Connor Catholic College. Families should approach O'Connor Catholic College office staff to discuss this.

UNIFORM REQUIREMENTS:

GIRLS UNIFORM

Summer Uniform Terms 1 & 4

Tunic: St Mary's Blue tartan with gold piping **or** St Mary's Culottes with St Mary's Girls Blouse
Socks: Royal blue ankle height
Sloppy Joe/Woollen Jumper:
 Royal Blue with Emblem
Shoes: Black school shoes
Hat: Royal Blue with Emblem
 (only available from school)

Winter Uniform Terms 2 & 3

Pinafore: Meridian Blue
Shirt: Mid Blue with collar, long sleeves
Tie: Royal Blue
Socks: Navy long socks or stockings
Sloppy Joe/Woollen Jumper:
 Royal Blue with Emblem
Shoes: Black school shoes
Jacket: School Jacket (optional)
Pants: Navy school pants (optional)
Beanie: Navy with Crest (optional)

Sports Uniform

Shorts: Royal Blue
Polo Shirt: Gold and Blue Sport Shirt with Emblem
House Shirt: **Delaney** – Valley (grass green), **De La Salle** – Ice (aqua blue), **Merici** - Red and **Ursula** – White (worn Friday)
Socks: White with Blue and Gold Stripe
Shoes: Joggers
Tracksuit: Royal Blue with Emblem

BOYS UNIFORM

Summer Uniform Terms 1 & 4

Shirt: Mid-blue with collar, short sleeves with emblem on pocket and side vent.
Shorts: Grey
Socks: Grey (ankle turnover)
Sloppy Joe/Woollen Jumper:
 Royal Blue with Emblem
Shoes: Black School Shoes
Hat: Royal Blue with Emblem
 (only available from school)

Winter Uniform Terms 2 & 3

Shirt: School blue with collar, long sleeves
Trousers: Grey (winter cloth) **NOT** Cargo Pants
Tie: Royal Blue
Sloppy Joe/Woollen Jumper:
 Royal blue with Emblem
Socks: Grey
Shoes: Black School Shoes
Jacket: School Jacket (optional)
Beanie: Navy with Crest (optional)

Sports Uniform

Shorts: Royal Blue
Shirt: Gold and Blue Sport Shirt with Emblem
House Shirt **Delaney** – Valley (grass green), **De La Salle** – Ice (aqua blue) **Merici** – Red and **Ursula** – White (worn Friday)
Socks: White with Blue and Gold Stripe
Shoes: Joggers
Tracksuit: Royal Blue with Emblem

AVAILABLE FROM INTERSPORT

Hair Royal blue or gold ribbons or bands. Hair is to be worn up if below shoulders and not in eyes. The principal can request boys to cut their hair if it is deemed untidy.

Nail Polish is not to be worn at school.

Jewellery Jewellery is limited to a watch, plain sleepers or studs

INTRODUCTION

SCHOOL PROFILE

St Mary's Primary School provides students with a co-educational, faith based education. We have classes from Kindergarten to Year 6.

St Mary's is situated on the edge of Armidale's central business district. The Cathedral, Bishop's House, Catholic Chancery, Parish Hall, Ursuline O'Mahoney House, Centacare, Catholic Schools Office and Armidale Diocesan Investment Group are all located in the same block.

St Mary's has plenty of space for the students and has beautiful grounds with many large deciduous trees around the school. The Infants and Primary sections of the school are housed in separate buildings. St Mary's has excellent facilities and playing fields (the Paddock) across a side street. The school library is well appointed and spacious. There are computer facilities available for all students.

Armidale is a vibrant town and is the centre of the Northern Tablelands. It enjoys a temperate climate and has four distinct seasons. The town has full services and hosts the University of New England. This gives Armidale a unique character and diverse population.

HISTORY OF ST MARY'S

St Mary's is the oldest school in the Diocese, established by lay people in 1848. The Ursuline Sisters arrived in 1883 and maintained a presence in the school until 2001. The De La Salle Brothers and Patrician Brothers also conducted boys' primary education on the site during the 1900's. A lay principal now administers the school.

St Angela Merici was the founder of the Ursuline Sisters. The St Mary's buildings are named after St Angela, St Ursula, St Anne and Moira Foley. The **school crest** is common to Ursuline schools as is the motto: "Serviam"

SCHOOL CALENDAR

Semester 1:	Swimming Carnival	Semester 2:	Preschool Open Morning
	Cross Country		Catholic Schools Week
	Parent Teacher Interviews		Armidale Eisteddfod
	Autumn Festival		Athletics Carnival
	Grandparent's Day		NAIDOC Week
	Chess Competitions		Fete
	National Literacy and		Kinder Orientation Program
	Numeracy Week		Brain Olympia
	Open Classrooms		Operetta
	Book Fair (every 2 nd year)		Year 6 Graduation Liturgy
	First Eucharist		Swimming Program
	First Reconciliation		Christmas Assemblies
	ANZAC Day March		
	Confirmation		
	NAPLAN		
	Student Art Show		
	Easter Assemblies		
	Armidale Show		

INFORMATION A - Z

ABSENCES

It is required under the Education and Public Instruction Act 1987 that an explanation for a child's absence from school be supplied by the parents/guardians.

If the school has not been notified about an absence, a SMS will be sent out enquiring about the reason for the child's absence. A response to this SMS (email, phone call) will satisfy legal requirements. Alternatively, an absentee entry can be entered by the parent on the Compass portal.

Parents are also asked to ensure they sign in their children at the school office if they are bringing their children to school late, collecting them during school hours for an appointment or taking their sick children home. We need these **partial absences** completed by parents for the classroom attendance rolls. Parents are asked to try to make medical appointments, etc. **outside** school hours if possible. **Please supply a medical certificate if your child is sick for more than 3 consecutive days.**

ACTIVITY/BOOK FEE

An Activity and Book Fee is charged for all children from Kindergarten to Year 6 as part of the school fees.

This fee covers the cost of a number of activities that all children are expected to participate in that are part of the regular curriculum. These include Musica Viva, bus fares to the Athletics Carnival, entry to the pool for Swimming Carnival, the Primary Swimming program and some other short excursions and school activities. A portion is used to purchase books and other classroom resources. It does not include the Year 4, Year 5 and Year 6 major excursions.

AFTER SCHOOL CARE

An after school care service is provided by Esteem Kids in St Anne's Hall each school afternoon from 3.10 pm until 6.00 pm. Families need to register for this service through the Esteem Kids website www.esteemkidsgroup.com.au or you can contact them via email info@esteemkidsgroup.com.au or William Wong on mobile number 0410 841 628.

ALLERGIES

It is very important that parents inform the school of any known allergies that their child/ren suffer from. For more information visit: www.allergyfacts.org.au

ALTAR SERVERS

Catholic students who have made their First Eucharist are eligible to nominate to train as an Altar Server for Parish Masses. Please contact the Parish Office for information on 6772 2218.

ANZAC DAY MARCH

All students are encouraged to participate in the Armidale ANZAC Day March as a school group. Full winter uniform is to be worn. Details will be published in the school newsletter.

ARMIDALE EISTEDDFOD

St Mary's School Choirs and Orchestra participate in the Armidale Eisteddfod in May/June each year. Individuals and groups of students also participate in the Instrumental, Dance, Singing and Speech and Drama sections of this Eisteddfod.

ARMIDALE SPORTING TEAMS

St Mary's students have the opportunity to participate in community sporting teams for weekend sport. Details of sign on days for these clubs are usually advertised in the school newsletter.

ASSEMBLIES

Assemblies are advertised in the school newsletter. Flag raising assemblies are held at 8.50 am on Monday.

All parents are invited to our whole school assemblies held on Friday afternoons at 2.40 pm in the school hall.

ASTHMA FRIENDLY SCHOOL

St Mary's is a recognized Asthma Friendly School. Students with asthma are required to submit an annual asthma plan. All staff participate in regular training for asthma management.

ATHLETICS CARNIVAL

All students participate in the annual school athletics carnival held at O'Connor Catholic College in Term 2. Kindergarten – Year 2 students participate in their age races and tabloid/ball game activities. All students who turn 8 or older participate in age races, relays and field events (long jump, high jump, shot put and discus). Students who come first or second in finals of all age races will be eligible to participate in the Diocesan Athletics Carnival depending on qualifying times.

Likewise students who come first or second in finals of field events in Junior (8, 9 and 10 yrs), 11 yrs or Senior (12 and 13 yrs) divisions are also eligible to participate in the Diocesan Athletics Carnival depending on qualifying distances.

Substantial parental assistance is required for this carnival as officials for different events, in the canteen and cooking for the BBQ. Permission and request for assistance will be sent home via Compass prior to the carnival.

AUTUMN FESTIVAL

St Mary's participates in the Autumn Festival Parade and students are encouraged to join in this community event. Details are advertised in the school newsletter. Volunteers are welcome to assist on the day.

COMMENDATIONS

Student achievement awards are given out fortnightly at whole school assemblies. The names of students receiving student achievement awards at these assemblies are advertised in the school newsletter. 5 commendations will be presented each week by the classroom teacher, Assistant Principal Award when you have reached 5 commendations. When you have received 2 Assistant Principal awards (10 commendations in total) you will receive a Principal Award when you receive your next commendation.

BADGES

Name badges are supplied to all staff to be worn during school hours. All visitors to the school are to wear school visitor badges which are to be collected from the office when signing in and returned to the office at the end of their visit.

School leaders, Sports Captains, SRC members and Library Assistants are presented with badges at a school Mass or assembly. Students are responsible for the cost of replacing lost badges.

BICYCLES

Year 5 and 6 students are permitted to ride bicycles to school with their parent's permission. Bike helmets must be worn. A bike rack is located near the Dangar Street entrance. The use of a bike lock is encouraged to ensure bike security.

BOOK CLUB

Through the Scholastic Book Club students have access to a variety of books, suited to their age and interest at reasonable cost.

Catalogues and order forms are sent home with students once each term. Book Club orders are to be made online. You will find details in regards to this on the order forms.

BOOK FAIR

A Book Fair is held in the Library during National Literacy and Numeracy week. Parents are encouraged to visit the library during this week to purchase books for the school library.

BRAIN OLYMPIA

This is a Diocesan initiative held in Semester 2 involving teams of 8 students from Years 4 – 6. It is a competition that involves general knowledge, drama, public speaking and Maths problem solving.

BUDDY CLASSES

At the beginning of the year each primary class is 'buddied' with an infants class for various activities.

BUS BUDDIES

Parents of students new to bus travel or changing bus routes are encouraged to notify the school office so a bus buddy can be arranged to support their child until they are confident with their travel arrangements.

BUS TRAVEL (INCLUDING BUS PASSES)

All infants' students regardless of distance from school are eligible to obtain a bus pass for free travel to and from school. All primary students who live 1.6km radial distance from St Mary's or 2.3km by the most direct practical walking route to the nearest entry point to the school are also eligible. Applications for free bus travel must be completed online at.

<https://apps.transport.nsw.gov.au/ssts/schoolTravelPasses#/> Older students who are ineligible for free travel may purchase a term bus pass from the local transport operator. Students can expect to pay a nominal fee to the bus driver if they travel on a different bus route or catch a bus to a friend's place or sports practice.

After school all buses depart from Jessie St and teachers supervise students catching buses until the last bus departs.

A code of conduct for acceptable bus behaviour must be agreed to when applying for a bus pass and bus passes may be withdrawn if this is not adhered to.

CODE OF CONDUCT FOR SCHOOL STUDENTS ON BUSES (AS PER TRANSPORT NSW):

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes:

Behaviour on buses

- Use appropriate language not offensive or racist language
- Fighting, spitting, feet on seats, throwing things in or from the bus is not permitted

- No eating or drinking (other than water) - unless for medical reasons or the bus operator gives written permission.
- Offer seats to adults including people with a disability, elderly or expectant mothers
- Do not push or shove other people
- Do not bully or harass other passengers or the driver
- Avoid attracting the attention of the driver except in the case of emergency
- Do not play music at such volume that it may distract the bus driver or other passengers
- No matches, lighters or smoking implements.

Safety on and near buses

- Obey reasonable directions from the driver (e.g. where to sit or to remain in the bus)
- Remain in your seat - do not move around the bus unnecessarily
- If standing, remain behind the front passenger seat and keep a secure hand hold at all times
- Keep bags and other items clear of the aisle
- Do not allow any part of your body to protrude out of the bus at any time
- Wait for the bus in a quiet and orderly manner - including at bus interchanges
- Stand away from the roadside until the bus comes to a complete stop
- Allow other passengers to leave the bus before stepping onto the bus in a single line
- Wait until the bus stops before moving to get off the bus at your designated stop
- Cross the road where and when it's safe to do so, use crossings/traffic lights where available.

Legal considerations on buses

- Wear the seat belt properly adjusted and fastened, if one is available
- Obey the law that bans smoking on buses
- Ensure that buses are not vandalised - report any damage, e.g. graffiti and window etching, to the driver
- Do not interfere with bus property, equipment and signage
- Do not leave rubbish on the bus, or at bus stops or interchanges.

Using bus passes:

- Show travel passes or tickets to the driver on boarding and to Authorised Revenue Protection Officers, NSW
- Police Officers or bus company representative when requested
- Use the travel pass only for its intended purpose - do not lend your pass to other students or borrow a pass from them

Disobeying these rules may lead to the withdrawal of bus travel passes, banning students from travelling on buses and/or police prosecution and court action

CANCELLATIONS

Cancellations or postponements of sporting events, excursions etc will be notified via our Compass School Manager. <https://stmarysarmidale-nsw.compass.education/>

CANTEEN

St Mary's canteen operates every day for First Break and Second Break orders. Depending on the season, Summer, Lenten and Winter Menus are available on the school website. Choices at the canteen are informed by the Fresh Tastes at School Healthy Canteen Strategy. All canteen orders need to be placed online using Compass.

ARMIDALE CATHOLIC SCHOOLS (ACS)

The Armidale Catholic Schools supports Diocesan Catholic Schools in their professional role of providing quality teaching and learning. The Armidale Diocesan Schools Council meets to advise the Bishop, guides the Office.

Address: Unit 2, 131 Barney Street (PO Box 636) ARMIDALE NSW 2350
Phone: 02 6772 7388
Email: cso@arm.catholic.edu.au
Website: <http://www.arm.catholic.edu.au>
Office Hours: 8.30am to 4.30pm Monday to Friday.
Director: Ms Regina Menz

CATHOLIC SCHOOLS WEEK

All Dioceses in NSW celebrate this week in Term 2. A celebratory Mass and other special events are held during this week to highlight the contribution of Catholic schools to their communities. Details are advertised in the school newsletter.

CENTACARE (COUNSELLING): NEW ENGLAND & NORTH WEST

Centacare provides credible and professional psychological and counselling and other funded services including:

- Psychology and general counselling services.
- School liaison and family support service through the Catholic Schools Office.
- General counselling
- Grief counselling and the Seasons For Growth Program.
- Parenting Programs provide valuable assistance in forming healthy family relationships.

Contact: 2/150 Rusden (PO Box 923) ARMIDALE NSW 2350
Phone/Fax: (02) 6771 3399
Email: centacare@northnet.com.au

CHARITIES

Annual fundraising is organised for Caritas, Catholic Missions and St Vincent de Paul.

CHESS CLUB

The St Mary's Chess Club for Years 4 - 6 students at lunchtime one afternoon once a week. Generally, St Mary's representative chess teams take part in an interschool competition.

CHILD PROTECTION

Under Child Protection Legislation any parent or other adult working with children must complete a Volunteer Working With Children Check. Applications can be made at <https://www.service.nsw.gov.au/transaction/apply-working-children-check>. All Working With Children Checks must be submitted to the school office before any adult is allowed to work with children in the school. All parents/adult helpers must report to the school office, sign in and collect a visitor's badge before proceeding to any area of the school.

Child Protection Legislation prevents parents from approaching the children of other families to settle grievances, disputes or other negative issues.

CHILDREN'S BOOK WEEK

This is a national celebration held in August each year. The short-listed books for awards each year are displayed and shared with the students. Students are encouraged to participate in a Book Character Parade held during Book Week.

CHOIRS

All students are included in the Infants, Year 3/4 or Year 5/6 School Choirs. These choirs practice once a week and perform at the Armidale Eisteddfod and various school functions.

CLASS PARENTS

Class Parent duties include welcoming new families to the school and being a point of contact for parents in the class for information about different school activities.

Volunteers for these positions are sought at P&F meetings and names published in the school newsletter at the beginning of the new school year.

CLASSROOM HELPERS

Teachers welcome the assistance of classroom helpers. This may include but is not limited to helping with reading, art and craft and attending excursions. All Parent helpers and volunteers must complete the appropriate Working With Children Checks. These completed checks are kept on file in the school office. Parent helpers and volunteers must sign in at the school office and collect a visitor's badge before going to the classroom or other areas of the school.

Parent helpers are reminded not to abuse their position of trust in the class by passing on confidential information about students.

CLASS VISITS BY CLERGY

Our Parish Priests will visit our classes regularly to support our Religious Education program.

CLOTHING POOL

Good used uniforms can be purchased from the Clothing Pool at a minimal cost. Donations of clean uniforms no longer needed are always appreciated for sale. The Clothing Pool is open by appointment every second Friday and alternate Tuesday. Please call the school office on 6772 4441 to book an appointment.

COMPASS SCHOOL MANAGER

Our school uses Compass School Manager as our Parent Portal. When your child starts at St Mary's, parents will receive a Parent Login Letter with a username and password. This gives you access to up-to-date and meaningful information about our school and your child's progress.

COMPLAINTS AND GRIEVANCE RESOLUTION POLICY

St Mary's Catholic Primary School procedures for resolving concerns and complaints are based on the Complaints and Handling Policy from the Catholic Schools Office of Armidale. This policy is based on procedural fairness and recognises that members of the school community must have access to processes that allow them to resolve concerns in a supportive, conciliatory environment. The full text of school and Diocesan policies are available on the school website.

If parents wish to discuss any matters relating to their child's progress or a particular situation at school, the best procedure is to contact the teacher involved. The Assistant Principals may be contacted to discuss an issue affecting a number of children across a Stage.

If parents wish to discuss an issue affecting the whole school relating to a school policy or procedure or of a more sensitive nature they should contact the School Principal.

COMMUNITY SERVICE

Opportunities are sought for students to become engaged in Community Service. Students in Years 4 – 6 may join St Mary's Mini-Vinnies Group who meet weekly to plan a variety of activities including community service.

CONFIRMATION

See Sacramental programs.

CONTACTING TEACHERS

Parents can contact teachers in a number of ways:

- Sending a note with their child;
- Leaving a message at the school office 6772 4441
- Via the school email address (smaadmin@arm.catholic.edu.au)

Please be aware that teachers have limited time during the day to return messages but will do so as soon as possible. Urgent messages will always be attended to immediately.

COUNCIL OF CATHOLIC SCHOOL PARENTS (CCSP)

The Council of Catholic School Parents (CCSP) is the body, formally recognised by the Church and Catholic Education Authorities, which represents the parents and carers of children in Catholic schools and acts in their interests and on their behalf at the state and national level.

Mission Statement: The Council of Catholic school parents provides leadership advocacy and support to parents with children in Catholic schools.

For more information visit www.cbsp.catholic.edu.au

CROSS COUNTRY

All students from 8 years old participate in the school Cross Country in Semester 1. The distance run varies according to their age. The first five place getters in each age division have the opportunity to run at the Diocesan Cross Country. The younger children have a mini Cross Country in the school Paddock.

CRUNCH AND SIP

All students are encouraged to bring a small portion of vegetables or non-messy fruit to consume during a short break each morning. Children are permitted to keep a clear drink bottle filled with **water only** in their classroom to drink during the day. This is part of a Hunter New England Health Initiative.

CURRICULUM

St Mary's curriculum follows the NSW Board of Studies Syllabus documents in the Key Learning Areas (KLA's) of English, Mathematics, Science & Technology, Human Society & Its Environment (HSIE), Creative Arts, and Personal Development, Health and Physical Education (PDHPE). Our RE Curriculum is based on the Sydney RE Program *Celebrating Our Journey*.

The NSW Education Standards Authority (NESA) has developed the *Parents' Guide to the NSW Primary Syllabuses* to help parents follow their child's early learning and to help them talk with teachers about day-to-day classroom activities and their child's progress. The guide provides some examples of the kinds of things children can learn in each of the key learning areas in each stage of primary school.

You can read the Parents' Guide on the NESA website or download it as a PDF document that can be printed from:

NESA Website: <https://educationstandards.nsw.edu.au/wps/portal/nesa/parents/parent-guide>

The Assessment Resource Centre (ARC)

The Assessment Resource Centre (ARC) assists teachers to assess and report student achievement across Kindergarten to Year 12. The ARC has been developed by the Board of Studies for teachers when grading students. However, parents and students will also find it useful. The ARC website provides samples of student work that have been assessed against the common grade scale. This can help you to see what is expected at the **end** of each stage for each learning area. Teachers use these work samples across NSW so there can be a consistent assessment of student achievement. This means that the grading will be the same for student work produced in any school in NSW.

Some words and phrases explained

Foundation Statements: The NESA Stage Statements help primary teachers summarise what must be taught in each syllabus. You can read the Statements for each primary subject on the NESA's website.

Key Learning Areas or 'KLAs': These are the mandatory subject areas taught in all NSW schools. There are six KLAs in primary school and eight KLAs in secondary school. You can find out more about the KLAs on the NESA's website.

Syllabus: A syllabus is a detailed description of each of the subjects that teachers should cover at each stage of schooling. 'Syllabus' and 'curriculum' are often used to describe the same thing, although curriculum can also be a more general term to describe everything taught in schools.

CUSTODY ISSUES

Parents are asked to supply the school with any documentation relevant to custody arrangements put in place by the Family Court for their children. In particular, the school needs notification in writing if there are any limitations on who may or may not collect the children from school. These documents are considered confidential.

DATA COLLECTION

The Data Collection form is a requirement of the Australian Government. Australian Government and State Education Ministers have mandated the collection of the following information on students: Sex, Indigenous status, Socio-economic background and Language background. This is to enable nationally comparable reporting of students' outcomes against the *National Goals for Schooling in the Twenty-First Century*. The resulting information is to be supplied to testing agents involved in the administration of external tests (e.g. NAPLAN) so that it can be linked to students' test forms. Please note that St Mary's Privacy Policy covers the data collected. If you have any queries, please do not hesitate to contact the school.

DIOCESAN SPORT/CARNIVALS

See Representative sport.

EMERGENCY CONTACTS

It is essential that details of emergency contacts for every child are kept up to date. If your contact details change throughout the year, please inform the school office immediately. Please contact the school office if you wish to confirm details currently held. Please make sure you check Compass regularly to ascertain the most up to date contact information is there. Parents can update their details in Compass when changes occur.

ENROLMENT POLICY

St Mary's Catholic Primary School bases its Enrolment Policy on the Bishop's Commission for Catholic Schools Policy for the Enrolment of Students in Catholic Systemic Schools in the Diocese of Armidale. First priority for enrolment is given to Catholic families and the siblings, both Catholic and non-Catholic, of the children already enrolled in our school. Children of other denominations, whose families support the Catholic ethos of our school, are welcome if places are available. Kindergarten enrolments are taken from April, the previous year, with interviews held in Terms 2 and 3.

Parents seeking enrolment attend an interview during which the Catholic values and expectations of the school are discussed. Children transferring from other schools are required to bring a report from their previous school. The former school will also be contacted to discern the child's needs. The full text of school and Diocesan policies are available at the school office.

EXCURSIONS

Students in all years attend various excursions throughout the year. The activity fee covers the cost of local excursions. Details of excursions are sent via Compass. Separate permission is required for each excursion. Parental help will be requested for additional supervision for most excursions.

Children in Years 4, 5 and 6 also attend Major Excursions where the children will stay overnight (See Major Excursions).

FETE

A major P&F fundraiser is the fete. All families are encouraged to support the fete in various ways. The Fete Convenor will call for assistance throughout the year. This may be in the form of requests for donations, preparation of items to be sold at the fete, new stall ideas, stall convenors and helpers throughout the year.

FETE DONATION WEEKS

These occur in the lead up to the fete. In order to keep the costs of the fete down families are asked to make donations on these weeks. You may be asked to donate items for the lucky dips, plants stall etc. Details of these weeks and the requested donations are notified in the newsletter.

FIRST AID

All staff are trained in first aid and CPR. Well stocked first aid kits are held throughout the school and are taken to all excursions and sporting events. Parents are contacted if there is an illness or injury concern with their child. The ambulance service will be called for any major accidents and the parents advised.

FIRST EUCHARIST

See Sacramental programs.

FUNDRAISING

Diocesan Policy limits the number and type of external fundraisers held in the school each year. Internal fundraising is organised for a number of purposes including – families in need, Year 6 Jersey purchase, P&F events. **Annual fundraising is also organised for Caritas and Catholic Missions.** St Mary's Mini-Vinnies students support the major St Vincent de Paul Winter and Christmas Appeals.

GENERAL PARENT INFORMATION MEETING

Parents are encouraged to attend the General Parent Information evenings to acquaint parents with the organisation, expectations, curriculum, regular happenings and other procedures of the school.

GRANDPARENTS DAY

This is a day where we celebrate our connection with our grandparents. The day includes classroom visits and student performances. Everyone is welcome to attend. Details are provided in the school newsletter and on the Compass App prior to the event.

HATS/BEANIES, BACKPACKS, LIBRARY BAGS, PENCIL CASES AND SWIMMING CAPS

Hats, beanies, backpacks, library bags, pencil cases and swimming caps are available for purchase and can be paid for and picked up from the school office.

HEAD LICE

Parents are encouraged to keep their children's hair and hats clean and long hair tied back. Regular checking of children's hair is essential as head lice are very contagious. Parents are asked to treat their children as soon as head lice are detected. Please refer to the following website for more information and treatment options. <https://www.health.nsw.gov.au/environment/headlice/Pages/default.aspx>

HEALTHY EATING

For healthy lunch box suggestions visit www.healthykids.nsw.gov.au

HOLY DAYS OF OBLIGATION

The whole school attends a parish Mass on the feast of the Assumption (August 15) when this falls on a school day, as it is a Holy Day of Obligation.

HOMEWORK

All students at St Mary's are expected to **read every night**. Teachers also send home talk homework to assist with writing in class. Parents are encouraged to talk to their children regarding their learning at school. Infants children will also have sight words to learn.

ILLNESS

Parents are asked not to send sick children to school. In a close classroom environment, particularly in winter, illness spreads very quickly. If children fall ill at school, parents will be contacted to collect their child from the school office.

IMMUNISATION

For information on current immunisation requirements visit:

<https://www.health.gov.au/health-topics/immunisation>

INDIGENOUS STUDENT SUPPORT

Indigenous students are supported by an Aboriginal Education Assistant who helps in various roles in the classroom.

INFECTIOUS DISEASES

Please refer to the following website for details about the most common infectious diseases and recommended exclusion times from school:

<http://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx>

INTERNATIONAL COMPETITIONS AND ASSESSMENTS FOR SCHOOLS (ICAS COMPETITIONS)

Educational Assessment Australia (EAA) of the University of NSW conducts competitions and assessments for English, Writing, Science, Computer Skills, Maths and Spelling. They are known as the ICAS (International Competitions and Assessments for Schools). Entry is voluntary and is available to all students in Years 3 to 6. Costs vary for each competition. Entry forms are sent home during Term 1.

INFORMATION AND COMPUTER TECHNOLOGIES (ICT)

St Mary's is well resourced with computer technology. All students have access to Smartboards, Chromebooks, laptops and iPads in their classrooms and the library.

Use of the Internet is in strict accordance with the St Mary's Computer Use and Internet Policy, which outlines for all staff and students the acceptable use of computing and external networking facilities throughout the school. Each student and their parents are expected to agree to and sign an acceptable use document at the beginning of the school year.

No unsupervised Internet searching is allowed by students on any school computers.

JEWELLERY

Most jewellery is not appropriate or safe to be worn as part of the school uniform. Jewellery is limited to a watch, plain sleepers or studs. Students will be asked to remove other jewellery and take it home. The school accepts no responsibility for jewellery that is lost or stolen.

KINDER ORIENTATION PROGRAM

All new children enrolling in Kindergarten for the following year are invited to participate in a fee paying Kinder Orientation Program held during Semester 2.



The purpose of the program is to:

- Reduce anxiety amongst the preschool children and their parents about starting school
- Familiarize our incoming students with St Mary's classrooms, teachers, playground and routines
- Allow preschool children to experience modeling of appropriate school behaviours by the current kindergarten students
- Provide opportunities for preschoolers and their parents to meet other families commencing at St Mary's the following year.

The format of the program may vary slightly from year to year and will be discussed in detail with parents during enrolment interviews.

LATE ARRIVALS/EARLY DEPARTURES

Students arriving late for school must report to the school office before going to their classroom. Students arriving after 8.50 am must be signed in by a parent or carer.

Students who need to leave school during school hours must be collected by a parent or carer and signed out at the school office.

LEAVING ST MARY'S

Parents are required to notify the school in writing if their children will not be continuing their enrolment at St Mary's. All outstanding fees must be paid before the withdrawal of students.

LIBRARY

The St Mary's Library aims to service the recreational and information needs of the student community, the curriculum needs of each class and the professional needs of the staff. The library is open at various times during the week and students are taken to the library by their classroom teachers to borrow.

Library lessons have a literacy focus based on a quality children's book or an information literacy focus where students are taught a variety of research skills. All have a 30 minute library lesson each week.

Infants students are allowed to borrow two books per week. All Infants students must have a library bag (preferably one that is waterproof) to prevent damage to books. Library bags can be purchased from the school office. Primary students are allowed to borrow four books per week.

Children in all years are allowed to borrow more books each week if they are taking part in the **Premier's Reading Challenge**.

All damages and losses must be paid for in full. If books are not returned then students will not be allowed to take further books home.

LIBRARY MONITORS

Interested upper primary students are encouraged to apply to become Library Monitors for the year. The final selection is determined by the Librarian.

LIVING WELL, LEARNING WELL

St Mary's Living Well, Learning Well is a positive part of our pastoral care process, where children are helped to understand their responsibilities as members of the Catholic school community, invited to try again when they fail in acting responsibly and are supported and encouraged in their efforts.

The school recognises that the school and home have complimentary roles in the children's development and education and that the best work of the school occurs where home and school support each other. Behaviour expectations at St Mary's are clearly outlined at the beginning of the year to the students. All classrooms assist children to make good choices in their learning and behaviour by following our Living Well, Learning Well process. This process involves ensuring that all students are safe, valued, respected, cared for and learn at school.

St Mary's Catholic Primary School bases its Discipline Policy on the Complaints and Handling Policy from the Catholic Schools Office of Armidale.

Policy on Suspension, Expulsion, or Exclusion of students in Catholic Schools in the Diocese of Armidale and Management of Drug Related Issues in Catholic Schools in the Diocese of Armidale. These policies are based on procedural fairness and discussed with students on a regular basis.

In compliance with the NSW Education Reform Act 1990, corporal punishment is banned in all Armidale Diocesan schools. The full text of School and Diocesan policies are available on the school website.

LOST PROPERTY

Each building has a Blue Lost Property Basket, these baskets are sorted each term and labelled items are returned to their owners. All items that are unlabelled or are indecipherable are donated to the clothing pool. If you have purchased an item from the clothing pool please replace any old nametags. A reminder to **PLEASE LABEL ALL ITEMS**.

MAJOR EXCURSIONS

These excursions are highly recommended but not compulsory. Students who display repeated non-compliant behaviour may be excluded from these excursions. Unpaid school fees can also affect a student's attendance at these excursions. A commitment to attend is required early in the year and payment can be made in instalments which need to be finalised before the excursion commences.

YEAR 4 EXCURSION

This overnight excursion covers aspects of the PDHPE and HSIE curriculums. It also allows children the opportunity to get used to being away from home for a short period of time prior to the longer Stage 3 excursions. The excursion will be held at the Sport and Recreation Camp at Lake Keepit.

YEAR 5 EXCURSION

Year 5 students attend a 2 night excursion and are given the opportunity to expand their environmental studies in HSIE and Science visiting the Dorrigo Rainforest with a coastal environment.

YEAR 6 EXCURSION

Year 6 students attend a week long excursion to Canberra focusing on our democratic system and Federal Government.

MASSES (SCHOOL & PARISH)

Parish Mass Times - Saturday Vigil 6 pm, Sunday 8 am 10 am and 5.30 pm. Parents are encouraged to support their child's attendance at weekend Masses on a regular basis.

Weekday Masses - 9.15am but may vary so please check the Parish Bulletin

School Masses - Primary students attend Parish Mass each term on a Friday. There is also a whole school Mass at least once each term. The whole school attends Mass on Holy Days of Obligation.

MEDICATIONS

Students requiring medication during the school day must leave these at the School Office with appropriate instructions from their parents or guardians. A record will be kept at the School Office of all medication administered. The only exception is asthma puffers, which students should keep in their school bags for easy access if required.

St Mary's does not stock any form of pain relief (eg paracetamol, ibuprofen, aspirin) on the school premises. If your child requires pain relief during school hours parents are required to provide the medication and written instructions stating the dosage and time required. Students requiring medication on a school excursion or camp are required to give this medication to the teacher in charge or the designated medical officer, with appropriate instructions from their parents or guardians.

MESSAGES TO SCHOOL

Parents needing to leave a message for their children are asked to ring the school **before 2.15pm**, especially regarding changes to travel arrangements. Please note messages can be left on the answering machine at any time if for some reason the phone is unanswered.

Where possible parents are asked to notify us in writing of any change to their child's after school pickup or transport arrangements prior to the day or the morning of. These can be sent to smaadmin@arm.catholic.edu.au

MINI VINNIES

Students in Years 4 – 6 may join St Mary's Mini-Vinnies Group who meet weekly to plan a variety of activities including community service. Mini Vinnies comes under the St Vincent de Paul Society which is a lay Catholic organisation that aspires to live the Gospel message by serving Christ in the poor with love, respect, justice, hope, and joy by working to shape a more just and compassionate society.

As a member of Mini Vinnies the children promise to make a difference by:

- Caring for, respecting & loving themselves
- Strengthening their friendship with Jesus by praying each day & talking to others about Jesus

- Caring for others in our school, community, by being a friend to those who are alone, in need or in trouble
- Contributing to the happiness of their families through help, respect, consideration, joy & kindness
- Caring for, appreciating & enjoying God's creation: the environment
- Treating others the way they would like to be treated.

MOBILE DEVICES

Students **are not permitted** to bring mobile devices to school. If parents require their child to have a mobile phone/smart watch for after school purposes it is to be left at the school office during the day where the student will sign the mobile/device in and out. A school mobile phone will be taken on all major excursions and parents will be notified of the number to ring in case of emergency. Teachers take a mobile phone when on duty in the paddock to contact the office in case of an emergency.

MONEY

Compass is used for all school payments. No cash is kept on the premises.

MUSIC TUITION

Extra-curricular tuition in music is available during school hours. Details of instruments taught and the music teachers currently working at St Mary's can be obtained from the school office. Please consult with the school as to the most appropriate time for lessons. Lessons must not take place during the child's Literacy Block.

Music

All students at St Mary's participate in a weekly 30 minute music lesson as well as a 30 minute Stage Choir rehearsal.

NAIDOC WEEK

St Mary's AEA's (Aboriginal Education Assistants) and Indigenous families are involved in helping to plan and present annual NAIDOC Week celebrations for all students.

NATIONAL ASSESSMENT PROGRAM – LITERACY AND NUMERACY (NAPLAN)

NAPLAN is a national testing program for students in years 3, 5, 7 and 9 in all government and non-government schools. It is held in March (2024) and tests spelling, punctuation, grammar, writing, reading, and most aspects of numeracy. The results of the tests will provide information to schools about what each student can do and will be used to support teaching and learning programs. Parents will receive a report indicating their child's level of achievement.

For more information see the following:

website: <https://stmarysarmidale-nsw.compass.education/Services/FileDownload/FileRequestHandler?FileDownloadType=1&file=274>

or
<https://stmarysarmidale-nsw.compass.education/Services/FileDownload/FileRequestHandler?FileDownloadType=1&file=275>

NATIONAL LITERACY AND NUMERACY WEEK

This week is celebrated Australia wide in late August/ early September each year. It is an opportunity to showcase the literacy and numeracy achievements of schools. During this week parents are invited to an **Open Classroom** morning where they can join their children in a number of literacy and numeracy activities. Other activities planned for this week may include: Book Character Parade (held in odd years),

Author visits, Town library visits, and/or participation in Reach for the Stars or National Reading Day activities.

NEWSLETTERS

The school newsletter is distributed every second Friday via Compass. The current newsletter and past newsletters can also be downloaded from the school website.

It is essential that every family read this newsletter, as it is one of our main forms of communication.

NOTES

Students are asked to hand in notes to their teacher at the beginning of every school day.

O'CONNOR CATHOLIC COLLEGE

O'Connor Catholic College is the only Catholic high school in Armidale. St Mary's is the feeder school to O'Connor. It offers co-educational tuition for years 7 to 12, leading to the awarding of the Recognition of Student Achievement (ROSA) and NSW Higher School Certificate. Apart from the formal curriculum, the school offers an extensive extra-curricular program involving sport, drama, debating, music and community service.

Contact details: Phone (02) 6772 1666. Website www.o'connor.nsw.edu.au.

OPERATION ART – STUDENT ART SHOW

All students submit at least one piece of art for display at the annual Student Art Show. After judging one infant and one primary artwork is selected for entry into the Operation Art Competition run by the Children's Hospital at Westmead. The P&F hosts a wine and cheese evening to open the student art show each year. Volunteers are required to prepare and serve the wine and cheese. A gold coin entry donation to this event supports visual arts resources in the school.

OPERETTA

Year 5 and 6 students prepare and perform a musical play in Term 4 each year. Year 6 students perform the major roles in this musical and Year 5 students form the choir.

ORCHESTRA

Years 3 - 6 students who have been learning a musical instrument for a number of years and are considered confident with musical ability are invited to participate in the school orchestra. Practice is one lunch break per week. The orchestra performs at a number of school functions and the Armidale Eisteddfod each year.

PARENTAL INVOLVEMENT

St Mary's encourages parents to be involved in all aspects of their child's schooling. These opportunities include:

- Helping with home reading and attending parent/teacher meetings
- Assisting in the classroom or on excursions
- Helping out with P&F functions (e.g. Fete, Grandparents day)
- Volunteering to help at sporting functions
- Attending P&F and other school meetings
- Sharing work experiences or interests with their child's class
- Attending school events

Look out for these and other opportunities in the school newsletter. We acknowledge that all contributions, big or small, make a very real difference to our school community. Grandparents and other volunteers are welcome. All Parent helpers and volunteers must complete the appropriate Working With Children Check.

PARENTS AND FRIENDS ASSOCIATION (P&F)

This is an association for parents and friends to work with the school for the on-going benefit of all students. The P&F organises social activities for parents and students. It provides a forum for the discussion and sharing of information on school and wider educational issues. It also raises funds for school resources. All parents of students attending St Mary's are automatic members of the P&F. Meetings are held twice each term in the Staffroom. Entry is via the Rusden Street doors only.

P&F Executive: President - Jo Ward

Vice Presidents - Kylie Wanschers

Treasurer - Claire Hammond

Secretary - Bernadette Garratt

BBQ & Catering - Christine Fittler

PARENT TEACHER INTERVIEWS/MEETINGS

Parents are encouraged to discuss any aspects of their children's education with the classroom teachers. They are asked to phone, email the school, or send a note for an appointment. Teachers are also encouraged to contact the parents promptly with any issues or concerns. By working closely together parents and teachers can achieve the best possible outcomes for each child. Parent Teacher and/or Student interviews are held with all families in Terms 1 & 3. The purpose of these interviews is to share knowledge about the student, give progress reports and set learning and/or behaviour goals for the year. Parent, Teacher and/or Student interviews are also offered after school reports have been sent home Term 2 & Term 4.

PARISH

St Mary's Catholic Primary School is part of Sts Mary and St Joseph Cathedral Parish.

Contact details: Ph (02) 6772 2218.

Parish Pastoral Council Meetings are held on the first Tuesday of each month. The Principal attends these meetings.

PARKING

Parking spaces are available in Jessie and Rusden Streets. Please be aware of the parking times and restrictions particularly in the bus zones and in Rusden Street and Jessie Street. Recommended parent parking is in the major public car park (entry off Rusden and Jessie Streets). Parking is rarely available in Dangar Street but may be available in Tincombe Lane. Please note the car park between the school and the Bishops House is reserved for school staff and local businesses only. The Ursuline Convent/Parish driveway is not to be used by St Mary's parents.

PASTORAL CARE

Pastoral care is expressed through a network of relationships involving and including every person. The Parish clergy, parents, students and staff members are all involved in building our school community: having a sense of belonging; welcoming each other; being known and respected; and recognizing, appreciating and affirming the giftedness of each person. Through our positive, open atmosphere we welcome all and provide a safe, caring environment, which nurtures growth.

LEAVING WELL, LEARNING WELL:

- To enable all to grow to their full potential;
- To acknowledge everyone, develop quality relationships, and establish networks of care;
- To foster personal and mutual respect among and between all members of our school community: students, teachers, parents and other members of our school and wider community;
- To provide satisfying learning experiences and enable each one to develop confidence in his/her abilities;
- To foster a sense of self-worth as individuals created and loved by God, with a sense of hope for themselves and for their world;
- To develop an appreciation of and respect for cultural and family differences.

St Mary's Catholic Primary School bases its Pastoral Care Policy on the Bishop's Commission Policy Pastoral Care in the Catholic Systemic Schools of the Armidale Diocese. The full text of school and Diocesan policies are available from the school website.

PHOTOS

Photos will be taken as a record of most school events. Parents are encouraged to share their photos of school events with the school. On enrolment and every subsequent year parents are asked to complete Media Permission forms through the Compass Portal giving permission for photographs, video recordings of their child involved in school activities, and work samples to be used for legitimate promotional/advertising usage in school publications including the school website. Parents have the right to withhold this permission.

PRAYER

All students are taught and participate in formal and informal prayers in their classrooms each day. Prayer is also an important part of all assemblies and meetings at St Mary's. Staff prayer is held every Tuesday after school. Special prayer assemblies are prepared and celebrated by the infants and primary children at Easter and Christmas.

PREMIER'S READING CHALLENGE

The Premier's Reading Challenge is a NSW Government initiative designed to encourage children to read for recreation and improve literacy levels in NSW schools. It usually runs from Term 1 to Term 3. The Librarian coordinates this challenge and all students are encouraged to participate.

All student reading logs are to be submitted online using allocated student usernames and passwords. Children can update these at school as well as at home. Certificates are issued to students in Term 4 from the Premier's Office.

PRIVACY POLICY

Your privacy is important. St Mary's School's Privacy Policy describes how the School uses and manages personal information provided to or collected by it. The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing School environment.

On enrolment parents are asked to sign Media Permission forms giving permission for photographs, video recordings of their child involved in school activities, and work samples to be used for legitimate promotional/advertising usage in school publications including the school website. Parents have the right to withhold this permission.

PROJECT COMPASSION

Project Compassion is the main way CARITAS AUSTRALIA raises money. Every Catholic school and every Catholic parish around Australia is invited to be part of the Project Compassion Appeal each Lent. Each child is given a moneybox to be taken home for the Lenten period. Families are encouraged to make small sacrifices during Lent and to place the money that would have been spent in the box. Families are asked to return the boxes to school in the week leading up to Easter as they are taken up in the collection at Mass on Holy Thursday. The school is usually visited by members of Caritas Australia early in Term 1 to discuss how the money the children donate helps in other countries.

RECONCILIATION

See Sacramental programs.

RELEASE FROM FACE TO FACE TEACHING (RFF)

Full time teachers are entitled to 120 minutes RFF each week. During that time classes at St Mary's will participate in Library, Music and PE & Health. The Religious Education Coordinators and the other coordinators also have some additional release time to complete their additional duties.

RELIGIOUS EDUCATION

As a Catholic School, we exist to support the faith development of the children in our care. Our parish clergy, staff, parents and parishioners, work together to support the religious development of the children. Regular instruction in Religious Education is a feature of our school curriculum. We aim to provide a Religious Education program which is relevant and meaningful and which embraces core Catholic beliefs and values. The program covers the areas of Life Experience, Scripture, Doctrine, Celebrations and our Catholic Tradition. Our RE Curriculum is based on the Sydney RE Program *Celebrating Our Journey*. All teachers of Religious Education are practicing Catholics who hold appropriate RE qualifications.

We provide opportunities for Mass attendances. Prayer and Liturgy supports our Religious Education program. The Parish Priest visits each class each term. Primary classes attend the Sacrament of Reconciliation once each term. Special prayer assemblies are prepared and celebrated by the infants and primary children at Easter and Christmas.

REPORTING

Government regulations require reporting of student achievement in each Key Learning Area (KLA) using a 5 point marking scale. These reports are issued at the end of each semester and there is the opportunity to meet with teachers and discuss the reports.

REPRESENTATIVE SPORT

Students from 8 years old are given the opportunity to represent the school at Diocesan level in swimming, cross-country and athletics depending on their performance at school carnivals.

Throughout the year, Year 5 and 6 students may nominate to participate in trials for a variety of sports leading to possible selection as a Diocesan representative. Students who excel at Diocesan level may be selected as part of a Polding Catholic school team representing all Dioceses in Northern NSW.

ROAD SAFETY

Parents are reminded of the 40km zone around the school.

They are asked to set a good example and use pedestrian crossings at all times when dropping off and picking up their children. We do have a Crossing Supervisor on our Rusden Street crossing from 8.10am-9.10am and 2.40pm-3.40pm. For further information visit:

<http://roadsafety.transport.nsw.gov.au/stayingsafe/schools/index.html>

SACRAMENTAL PROGRAMS

Sacramental programs are offered by the Parish to prepare the children for First Reconciliation & First Eucharist (Year 3 – Semester 2) and Confirmation (Year 6 – Semester 1). Each sacramental program consists of an initial Information Meeting, Enrolment Mass and a number of weekly lessons. Attending weekly Mass during the period of the sacramental program is especially encouraged. It is a parental responsibility to enrol and support their children in these sacramental programs.

SCHOOL ADVISORY COUNCIL

The School Advisory Council is an elected group of parents and community members who assist with the development of policies for the school and advise the Principal and Parish Priest in the areas of finance and property. Council members meet once a term on a Monday afternoon. Sub committees are formed to support the work of the school board. These include Building and Maintenance and Promotions and Education. All parents are eligible for nomination to the School Council. The Maximum term of office of members of the Council is six years.

SCHOOL CALENDAR

The school calendar is available on the Compass School Manager. Please check this regularly as it is subject to unforeseen changes.

SCHOOL EQUIPMENT

Students in all years require a school bag, library bag and art shirt.

Students in Years 1 - 6 all require their own pencil case. Teachers will inform their students of specific requirements. Recommended supplies include: HB and 2B pencils, coloured pencils, textas, sharpener, eraser, plastic ruler, scissors, glue stick. Years 3 - 6 students also require a good quality dictionary and Year 5 and 6 students will need to supply red, blue and black biro's.

The school supplies all exercise and textbooks. It is recommended that exercise books are covered with contact to prolong their life.

Parents are asked to re-stock equipment at the start of each term.

SCHOOL FEAST DAY

St Mary's Catholic Primary School celebrates the Feast Day of Mary Help of Christians on 24th May each year. Special celebrations are planned for this day or a suitable day close to this date, eg whole school Mass and games.

SCHOOL FEES

School Fees are charged at the beginning of each term. An account statement is forwarded via email at the beginning of each month. Fees can be paid via Bpay, Compass or EFTPOS. If you require further details please contact our school office on 6772 4441.

Any family experiencing financial difficulties and unable to pay the full school fee amount is encouraged to meet with the Bursar to arrange payment of a reduced amount.

Attendance at major Year 4, 5 and 6 excursions may be affected by unpaid school fees or where agreed payment options have not been honoured. Attendance by any student to any performance or excursion may be affected if the Activity Fee has not been paid.

SCHOOL FUNDING

The main source of income received by the school is from school fees. Government support of Catholic education is used by the Catholic Schools Office to pay for the wages of the school staff.

SCHOOL HOURS

Front Door opens	8:20am
Teacher Supervision Commences	8.20am
Office Opens	8.20am
School Commences:	8.50am
First Break:	10.50am–11.30am
Second Break:	1.30pm–2.10pm
School Finishes:	3.10pm
Pick Up Finishes:	3.30pm
Office Closes:	4.00pm

SCHOOL HOUSES

Students are assigned to one of four school houses at St Mary's on enrolment. All family members are assigned to the same house. Activities organised in house groups include sporting competitions, tabloid and other peer support activities. Our school houses and house colours are:

Delaney – Valley (grass green)

Merici - Red

De La Salle – Ice (aqua blue)

Ursula – White

Each Friday children are required to wear their coloured house shirt as part of their sport uniform.

SCHOOL LEADERS

Two school Captains and two Vice-Captains are elected during Term 4 and are announced at the Presentation Assembly at the end of the year. House Captains and Vice Captains are also announced at this event.

SCHOOL PHOTOS

School Photos are taken each year. Photos can be ordered via Compass allowing families to choose the photo collection they wish to receive. Family photos of brothers and sisters are also taken for families requesting them on the same day as the school photos. The photographer is local, enabling backup photos to be taken if students are absent or if the photos need to be retaken.

Year 6 photos are used to produce a memento of their final year of primary school. This is presented to Year 6 students at their Graduation liturgy.

SCHOOL CHANGEABLE SIGN

The school sign is used to advertise upcoming events and acknowledge student and/or school achievements.

SPORT

Whole school sport programs may include: swimming programs, cross country, gymnastic programs, athletics preparation or Stage based sport.

Year 3-6 students also have opportunities to become involved in Diocesan and community based sporting events.

SPORTS DAYS

Students are to wear their sports uniform (Gold/Blue) once a week. Tuesdays (Kindergarten and Years 5 & 6) Wednesdays (Yrs 1, 2, 3, 4) and their coloured House Shirts on Fridays to participate in sport activities.

STAGE THREE ENRICHMENT PROGRAM (STEP) DAYS

This is a year long program of reciprocal visits between St Mary's Year 5 and 6 students and teachers and O'Connor Catholic College students and teachers. The program enables Year 5 and 6 students to familiarise themselves with O'Connor staff, environment and routines as they prepare for their transition to high school.

STARTING SCHOOL MORNING

This event provides an information session about our school for parents. It includes information on school facilities and structures, the curriculum and how to prepare your child for starting school. Helpful information is handed out at this session along with enrolment packages.

STAFF DEVELOPMENT DAYS

The focus of these days is determined by the School Goals for that year. Parents will be notified as early as possible once the dates for these days have been approved, as these will be pupil free days. One Staff Development Day each year will have a Religious Education focus.

STUDENT PICK UP AND DROP OFF AREAS

School gates/doors will be opened at 8.20 am for student arrivals from Jessie Street (for bus students only) and Rusden Street.

All parents collecting their children after school are asked to park near the Rusden St or Dangar St entrances. After school, students make their way to the Quad with their supervising teacher after the bell rings. Parents are asked to use the pick up/drop off zone at the front of the school or walk to the front of the school and staff will send students out when parents park in that zone. Parents are asked to display name cards in the pick up zone for ease of identification. If children are not collected by 3.30pm, parents will be contacted and the students will need to be picked up from the office.

Only children catching the bus may exit or enter via Jessie Street. There is very limited parking in Jessie Street and parents are not to use this entrance as it is too congested and dangerous with buses doing pick up and drop offs.

Children are not to play on the playground equipment after school.

Where possible parents are asked to notify us of any change to their child's after school pickup or transport arrangements by 2.15pm on the day.

STUDENT SUPPORT

St Mary's employs an Inclusion Support Teacher 2 days a week to assist teachers with students who have recognised learning disabilities. These students are usually identified at enrolment and may be eligible for funding for support by an Education Assistant. Classroom teachers and the Inclusion Support Teacher are also available to meet with parents to discuss the best way to support their child with any learning difficulties.

The school provides support for students needing learning enrichment through:

- Provision of a Inclusion Support Teacher
- Trained Education Assistants to work in classrooms

- School based one-on-one assessments when requested
- Assistance provided for teachers in the form of programs of work and/or resources
- Consultation with recognised therapy providers and community support groups

STUDENT TEACHERS

The teachers at St Mary's support the development of future teachers through their support of the UNE practice teaching program. The length of experience these students spend in the school depends on their year of study. These experiences can vary from five days to a whole term.

STUDENT WELFARE POLICY / LIVING WELL, LEARNING WELL

St Mary's seeks to provide a safe and supportive environment which:

- Minimizes risk of harm and ensures students feel secure
- Supports the physical, social, academic, spiritual, and emotional development of students
- Provides student welfare policies and programs that develop a sense of self-worth and foster personal development

St Mary's Catholic Primary School bases its Student Welfare Policy on the Bishop's Commission Policy Pastoral Care in the Catholic Systemic Schools of the Armidale Diocese. Students are taught that at St Mary's we are Safe, Valued, Respected and Cared for and we are Learners. The way we act shows that we understand what this means.

The full text of school and Diocesan policies are available at the school office.

SUPERVISION

Supervision of students begins at 8.20 am. Children are not to arrive at school before that time.

External doors/gates are locked from 8.50am until 3.05pm to ensure safety of our children. During these times, the only access to the school is through the Rusden Street entrance.

After school students not travelling by bus are supervised in the quadrangle.

After 3.10pm parents can use the pick up/drop off zone at the front of the school or walk to the front of the school and staff will send students out when parents display their child's name/sign.

If children are not collected by 3.30pm, parents will be contacted and the students will need to be picked up from the office.

SUN SAFE PROCEDURES

St Mary's is a recognized Sun Safe School and has a No Hat Stay in the Shade rule. Children are expected to wear hats for all outdoor activities, sports and play. Parents are encouraged to remind their children to apply sunscreen before school or supply a small tube or roll-on sunscreen for their children to apply prior to participation in outside activities. The school supplies sunscreen on occasions of prolonged exposure to the sun such as swimming and athletics carnivals and all day excursions. Parents are asked to notify the school if they are aware that their child has any allergies to commonly available sunscreens. Portable shade shelters are used for extra protection for the children at the swimming and athletics carnival.

SWIMMING PROGRAM AND CARNIVAL

Students in years 1-6 will participate in the Swimming Carnival. Parents are required to identify their child's swimming strength. Children are identified during all swimming activities with coloured wristbands. Pink is a non-swimmer, orange is an across the pool swimmer and green is a 50 metre swimmer.

All students in Years 1-6 are given the opportunity to participate in the school swimming carnival early in Term 1 at the town pool. Students ages 8 years to 13 years who achieve the qualifying times are able to progress to the Diocesan Swimming Carnival.

THE PADDOCK

The Paddock is a fenced block of land in Jessie Street where children in Years 2 - 6 play. This allows the older children a larger space to play during their lunch break. Students are escorted to "The Paddock" during play time.

The Paddock is also used during lesson time for physical education activities.

Toys

Children are not to bring valuable or precious toys to school as it is impossible to guarantee they are not damaged or stolen.

UNIFORM POOL

See Clothing Pool.

UNIFORMS

Wearing the correct school uniform is compulsory. A note to the school is required if a child is not in the correct uniform. Permission must be sought for a child to be excused for longer periods (e.g. medical reasons). New school uniforms are available for purchase from Intersport. Second hand uniforms are available from the school Clothing Pool.

School hats are only available for purchase through the School Office. The school office keeps a supply of hats in a variety of sizes. Students who do not wear the correct uniform will be given a note to ask parents to rectify the incorrect item.

UPDATING STUDENT AND FAMILY INFORMATION

It is very important that parents/guardians inform the school as soon as any changes are made to contact details or student/family information in case of emergencies.

VALUABLE ITEMS

It is strongly recommended that children **do not bring valuable or precious items** such as iPods, mobile phones, smart watches etc to school, as it is impossible to guarantee they are not damaged or stolen. If a child is required to bring such equipment to school, it must be left at the school office for the duration of the day. Students must not leave this equipment in their school bag.

VISITORS

All visitors to the school are expected to sign on at the school office and collect a visitor's badge. First time visitors are asked to read the Visitors Protocol on display at the office.

WATER POLICY

Water is the recommended drink for students for day-to-day consumption and clear plastic drink bottles may be brought into classrooms. For special events juice drinks may be offered for sale.

WEBSITE

St Mary's website is a good source of current information about the school and school events. Newsletters can be downloaded from this site.

YEAR 6 JERSEYS

Each year the Year 6 children are allowed to wear the school's commemorative Year 6 jersey as part of their uniform. A couple of fundraising events are held to assist with the cost of these jerseys.

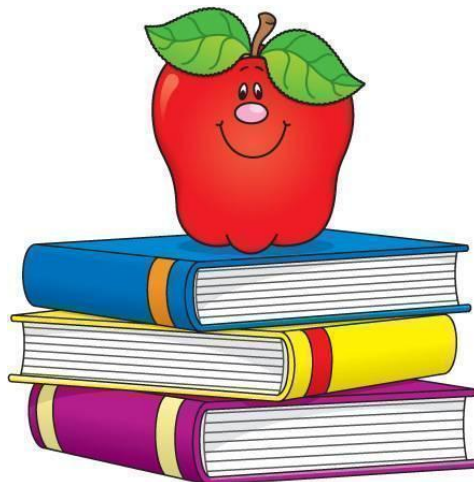
YEAR 6 RELIGIOUS EDUCATION TEST

Year 6 students at St Mary's are prepared for this test which is completed by Year 6 students in many NSW Diocesan schools during Term 2 each year.



ACRONYM LIST

ADIG	Armidale Diocesan Investment Group
AP	Assistant Principal
AIP	Annual Improvement Plan
CCSP	Council of Catholic School Parents
CSO	Catholic Schools Office
EAL/D	English as Another Language/Dialect
HSIE	Human Society and Its Environment
ICAS	International Competitions and Assessments for Schools
ICT	Information and Communication Technology
IEP	Individual Education Plan
KLA	Key Learning Area
NAIDOC	National Aboriginal and Islander Day of Celebration
LOP	Leader of Pedagogy
LWLW	Living Well, Learning Well
NAPLAN	National Assessment Program Literacy and Numeracy
NESA	NSW Education Standard Authority
P&F	Parents and Friends Association
PDHPE	Personal Development, Health and Physical Education
PP	Personal Plan
RE	Religious Education
REC	Religious Education Coordinator
RFF	Release from Face to Face Teaching
SRC	Student Representative Council
STEP Day	Stage Three Enrichment Program Day
TOM	Tournament of the Minds
UNE	University of New England









St Mary's

Catholic Primary School

Continuous Catholic Education Since 1848

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