

FAITH TRUST LOVE



St. Mary's School
ECHUCA

FAMILY INFORMATION



St Mary's School Prayer

Heavenly Father,

We are grateful for the gift of Mary, Jesus' mother, whom our school is named after. May she be a guiding presence in our midst.

At St Mary's, we proclaim your presence through our Faith, Trust and Love. Help us to live like Jesus calls us, through our graduate outcomes.

Teach us to **serve** others with Jesus as our model.

Support us to **celebrate** our faith, achievements and all that life offers us.

Help us to strive to **achieve** and be our best.

Instill in us the **courage** to stand up and be strong, even when it is hard.

Guide us to be **inclusive** of all and value differences.

Inspire in us the call to **respect** others, ourselves and our environment.

Please bless our school community, our students, their families, our staff and parishioners, and help us to work together to serve You and each other.

We ask this prayer through Christ our Lord,

Amen.

SERVE

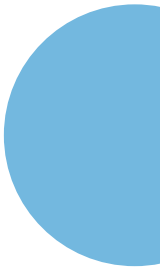
CELEBRATE

ACHIEVE

COURAGE

INCLUSIVE

RESPECT





CONTENTS

St Mary's School Prayer	2
Welcome	6
About St Mary's Echuca	7
Identity Statement	7
Democratic Principles	7
Vision & Graduate Outcomes	7
School Information 2023	8
Daily Procedures	10
Late Arrivals & Early Dismissals	10
Supporting successful day to day school life	10
Parent Involvement	12
School Fees & Financials	12
School Fees & Levies 2023	13
Fees / Levy Descriptions	14
Parish Information	15
St Mary's Parish	15
The Sacramental Program	15
General School Operations	16
After School Care	16
Assessment & Reporting	16
Attendance & Absence	17
Birthdays	17
Camps & Excursions	17
Catholic Identity	17
Child Safe Standards	19
Community Wellness	20
Allied Health Support & Services	20
Restorative Practices, Restorative Teaching	20
Community & Family Liaison Leader	21
Social Worker	21
Communication	21
St Mary's Communication Modes & Purpose	21
Communications Procedure	25

CONTENTS

Family Information Update	27
First Aid, Illness & Medication	27
Food for School	27
St Mary's Houses	28
House Groups	28
Learning & Teaching	30
Digital Technologies - Digital Citizens	31
St Mary's - eSmart	32
Minni Laing Center: St Mary's Library	32
Learning Communities	32
iNext - Intervention & Extension	32
Students with Additional Needs	32
Lost Property	33
Medical Information	33
Parent Involvement & Volunteers	33
Transition to School	33
Foundation Students Start to School Life	35
Year 6 Students Start to Secondary School Life	35
Travel to & from school	35
Walking	35
Bicycles / Scooters	36
Traffic Lights	36
Car Drop Off	36
School Photos	36
SunSmart Schools: Hats, Sunscreen, Shade & Clothing	37
School Uniform	37
Whole School Assemblies	38

WELCOME

At St Mary's we pride ourselves on working in close partnership with our parents and carers.



Welcome families, carers and students to the 2023 school year. A particular welcome to all of our new families, we know you will be made to feel a part of our wonderful community and encouraged to take part in all that you can. Over the year ahead I look forward to meeting many of you, getting to know your family and celebrating the many achievements and celebrations that school life brings.

We recognise parents as the first and most important educators of their children and we hope to support and contribute to this partnership whilst you are all at St Mary's. Every staff member at St Mary's is recognised as an educator; they too are here to support, nurture and encourage the best of your child(ren). At all times the motivation, aspiration and focus of all we do is centered on the holistic development of every child.

Communication is fundamental to this partnership and you can expect the school to communicate with families on various platforms.

In all initial circumstances your child's teacher is the first point of contact. Our teachers recognise that effective communication with families is built on mutual trust and only supports the success, wellbeing and happiness of your child. I have included further information on our communication processes in this guide to assist you.

St Mary's is committed to the holistic development of your child. At various stages your child's learning pathway may change and their developmental needs vary. St Mary's is here to journey with you and your family and also explicitly target and meet your child's needs. Over the learning journey, your child(ren) will be encouraged to problem solve, approach challenges with a growth mindset and continually grow in resilience.

St Mary's school resources and facilities are contemporary and aim to nurture learning opportunities to nurture 21st century teaching and learning. Learning communities allow flexible learning and optimise collaboration, problem solving and student engagement. St Mary's Master and strategic plan has been composed with community consultation and provides clarity of the schools future goals and directions.

I encourage all of you to embrace our school community and be as involved as you can. It is a place where your family and children belong and we hope that you are all active members. St Mary's is a, "Faith community, learning together, spreading the good news of Jesus through positive relationships, trust and love," we look forward to walking this journey together.

A handwritten signature in black ink, appearing to read 'Jasmine Ryan'.

Jasmine Ryan
Principal

ABOUT ST MARY'S ECHUCA

Identity Statement

A faith community, learning together, spreading the Good News of Jesus through positive relationships, trust and love.

Democratic Principles

The Programs and teaching at St Mary's Primary School support and promote the principles and practices of Australian democracy, including a commitment to:

- elected government; and
- the rule of law; and
- equal right for all before the law; and
- freedom of religion; and
- freedom of speech and association; and
- the values of openness and tolerance.

Vision & Graduate Outcomes



RESPECT - others, self and the environment



COURAGE - to stand up and be strong even when it's hard



BE INCLUSIVE - of all, value difference



STRIVE TO ACHIEVE - and be our best



SERVE - others with Jesus as our model



CELEBRATE - faith, achievements, all that life gives us

SCHOOL INFORMATION 2023

School Details

School Phone Number	(03) 5482 1342
School Address	15-33 Bridlington Ave, Echuca VIC 3564
Email Address	info@smechuca.catholic.edu.au
Website	www.smechuca.catholic.edu.au
Facebook	https://www.facebook.com/stmarysechuca
Instagram	https://www.instagram.com/smechuca/
Office Hours	8:15 am - 4:00 pm Monday to Friday



SCHOOL INFORMATION

Term Dates 2023		Student Free Days
Term 1	27th January - 6th April	27th January 10th March
Term 2	24th April - 23rd June	TBA
Term 3	10th July - 15th September	TBA
Term 4	2nd October - 20th December	30th October 18th & 19th December

Daily School Times	
8:20am	School gates open, yards & classrooms supervised
8:45am	Bell Rings - Learning Begins
8:45 am - 10:45 am	Morning learning session
10:45am - 10:55am	Recess eating for the whole school
<i>10:55 am - 11:25am</i>	Recess Playtime
11:25 pm - 1:25 pm	Middle learning session
1:25 pm - 1:35pm	Lunch eating for the whole school
1:35 pm - 2:05pm	Lunch Playtime
2:05 pm - 3:00 pm	Afternoon learning session
3:00pm - 3:05pm	Pack up & end of day dismissal; Parent pick up, bus travel

Music is played prior to the bells that enter learning times. This time allows students to finish playing, have a drink of water and use the toilet prior to learning.

SCHOOL INFORMATION

Daily Procedures

Morning:

- Parents are encouraged to drop children off between 8:20 am - 8:40am
- Gates and classroom doors are opened at 8:20am and areas are supervised
- Parents using car drop off are not to get out of the car. This is a continual area of traffic flow.
- Bus travellers are dropped off in the bus zones from 8:20 am - 8:40am
- Students go to their classroom, unpack and prepare for learning
- Learning begins with prayer @ 8:45am

Afternoon:

- Children are dismissed from classrooms at 3:05pm. Parents are welcome to wait outside classrooms or at an agreed pickup spot in the yard.
- Parents can collect children from four exit locations around the school; The Prep yard, the Bridlington Ave gate, the Wilkinson Drv gate or the car pickup which processes through from the office and staff car park entry
- Parents using car pickup are not to get out of the car. This is a continual area of traffic flow.
- Bus travellers are collected in the bus zones from 3:15pm - 3:30pm

Late Arrivals & Early Dismissals:

- Children arriving late must enter and sign in via the office
- Children leaving early must sign out and exit via the office
- Parents are welcome to phone the office ahead of an early departure

Supporting successful day to day school life

- **Teachers are unavailable** before school to have meetings and important conversations as they are setting up the learning environment for the day. If you need to provide the teacher with information, please send an email or leave a message with the office.
- **We encourage parents to make appointments** with St Mary's staff at mutually agreeable times if longer discussions are needed.
- **Ensure your child has all they need for a successful day of learning;** healthy food, a filled water bottle, correct uniform and clarity on pickup and drop off arrangements. All school items need to be labeled with your child(rens) names so they can be returned to the rightful owners.
- **Communicate any questions or concerns** with your child's classroom teacher first - they are the most informed. Your child's teacher is most informed of day to day incidents and is in tune with your child's interactions and wellbeing at school. Refrain from speaking to other parents about their child. Follow the St Mary's Communication process if concerns and questions remain unresolved.
- **Trust the school** to always put the needs of all children at the forefront of our decisions, goals and interactions. St Mary's has a highly qualified and passionate educational team who strive to make a difference to every child.



SCHOOL INFORMATION

Parent Involvement

St Mary's is a community that thrives on parent involvement and knows the more connected the family is to school life, the more successful a child's school experience will be. We welcome parent involvement in a variety of ways. Parents are welcome to be a member of the School Advisory Council or Parents and Friends Association or simply volunteer to support the many events we have throughout the school year.

Parents are welcome to support learning in and outside of the classroom. Teachers welcome learning encouragement and support and often invite parents to attend camps and excursions.

All parents who would like to volunteer at St Mary's are required to have a current Working With Children's Check (WWCC) and complete our Volunteers induction process. Please explore our website or contact the office to begin this process.

[Apply for a WWCC](#)

*"No school can work well for children if parents and teachers do not act in partnership on behalf of the children's best interests."
Dorothy H Cohen*

School Fees & Financials

St Mary's sets an annual schedule of school fees which is made available to families in Term 4 each year to enable financial planning for families. Schools in Catholic Education are advised to increase fees annually in accordance with the Educational Consumer Price Index. Our school fees and levies ensure St Mary's cover daily running costs as well as educational resources for our students. Families commit and agree at enrollment to pay and contribute to school fees to the fullest capacity possible.

Catholic schools operate on approximately 80% of the funding of what the state schools receive from the Government. Through school fees parents help to reduce the gap from 20% to around 10%. Even though it may not seem like much individually, when all families contribute to the financial needs of the school via fees it makes a huge difference to the opportunities children at St Mary's can receive.

It is the school's belief that no child will be denied an opportunity to attend St Mary's due to financial hardship. The Principal of the school is always available to meet parents to discuss any hardships around paying school fees. There is an opportunity to apply for financial assistance from the school to help alleviate any issues around school fees if the need occurs.

Each year families will complete the "Direct Debit Authority" form to schedule payments which will be set up by the school to pay either by Debit or Credit card, or Direct Deposit. Direct debits will be processed on a Friday and can be set up for weekly, fortnightly, monthly on the 19th, quarterly or annual installments.

Any other payment arrangement is to be discussed with the School Principal and is subject to approval.

Centrelink is also available for Centrelink recipients and payments can be deducted from their benefits.

St Mary's adheres to its Fee Policy and Procedures which is founded on the Catholic Education Sandhurst School Fee policy. Our fee policy is available on our website and on Compass.

SCHOOL FEE INFORMATION

School Fees & Levies 2023

Fees/Levies	1 Child	2 Children	3+ Children
Family School Fee	\$1340	\$1650	\$1905
Learning Levy (per child)	\$475	\$950	\$1425
Learning Experiences (per child)	\$145	\$290	\$435
ICT Levy	\$50	\$100	\$150
Capital & Maintenance Levy	\$250 one payment per family		
TOTAL	\$2260	\$3240	\$4165
Per Week (40 wks)	\$57	\$81	\$105
Per Term	\$565	\$810	\$1041.25

Students in Years 3 - 6 attend camp, please add this to your fee total if you have a child in Year 3 - 6.

Camp Fees	1 Child
Year Three	\$55
Year Four	\$220
Year Five	\$275
Year Six	\$330

SCHOOL FEE INFORMATION

Fees / Levy Descriptions

Family School Fee	The Family School fee is a one off family fee that contributes to the daily running costs of the school Eg: insurance, utilities. This is paid once per family depending on the number of children who attend.
Learning Levy	The Learning Levy covers costs for classroom and stationary supplies, a contribution to ICT Leases and maintenance as well as Specialists Curriculum resources and activities.
Learning Experience Levy	The Learning Experience Levy covers all extracurricular learning experiences such as; excursions, incursions and sporting commitments.
ICT Levy	The ICT Levy contributes to the leasing of devices, subscriptions and multimedia resources and facilities that are used to engage and enhance learning and teaching throughout the school.
Capital / Maintenance Levy	The Capital / Maintenance Levy covers regular school yard and building maintenance and improvement. It covers the care of the grounds and basic upkeep of buildings and facilities.

Fees and levies are collected over a period of 10 months and weekly payments have been divided over the 40 week school year.

Yearly school fees are expected to be paid in full by the end of November annually.

PARISH INFORMATION

St Mary's Parish

St Mary's school and parish welcome every opportunity to connect with the St Mary's community. Our school could not exist without our Parish and we openly invite all children and parents to be active members of our Parish and faith community. Our Parish Priest, Father Novielito Lim, is deeply involved in our school which gives the students a sense of belonging and spiritual guidance. Father Novie regularly celebrates mass at St Mary's church in Hare Street Echuca, and is regularly onsite celebrating mass in our school chapel.

Parish Information:

Parish Priest: Fr Novielito Lim

Parish Office Hours:

Monday: 9am - 12 noon,

Tuesday-Friday: 8.30am - 3pm

Address: 224 Anstruther Street,
Echuca 3564

Ph: (03) 5482 1127

Fax: (03) 5482 1451

www.stmarysechuca.org.au

The Sacramental Program

Students are introduced to the Sacraments of Reconciliation, First Eucharist and Confirmation in Year 2 through the curriculum. In Years 3 and 4 students are invited to celebrate their First Reconciliation, First Eucharist and Confirmation.

The Sacramental program, preparation and celebration is a Parish based approach. St Mary's Parish Sacramental Team members consist of parishioners, teachers and parents. St. Mary's Parish and St. Aloysius' Parish Moama, work together to support children in preparation to receive the sacraments of Reconciliation, Confirmation and Eucharist. This collaborative approach hopes to support families as they journey with their children in the next stage of their faith development. The Sacramental program is conducted in small groups run by parents outside of school hours.

Enrolment forms for the sacramental program can be obtained by contacting the parish office.



GENERAL SCHOOL OPERATIONS

After School Care

St Mary's families have access to local services who offer a range of after school and holiday care in various locations around Echuca.

Echuca Moama YMCA & School's Out both facilitate a before and outside school hours care service.

For enrolments, bookings and enquiries, please call;

YMCA Children Services Director:
0459 988 891

School Out Services Director:
0436 819 832

Assessment & Reporting

St Mary's uses ongoing formative and summative assessment to target, progress and analyse a student's point of need. Educators assess daily in a variety of ways as well as adhering to St Mary's Assessment and Reporting schedule. St Mary's uses multiple assessment platforms, tests and tools to ensure the teaching and learning program is growing every individual and accurately

plans and prepares where to next. Parents are encouraged to discuss your child's individual learning journey at any time. Throughout the school year, parents are regularly informed around your child's progress at school.

- **Learning Conversations:**

Twice yearly parents and the student attend a collaborative conversation to discuss growth, goals and progress.

- **Formal Reports:**

Twice yearly teachers provide parents with a written report aligned with the Victorian Curriculum and Religious Education.

- **Termly Assessment:**

Depending on the year level, your child(ren) will undergo formative assessment, that targets and drives explicit teaching.

St Mary's has a team of educators who liaise with leaders of pedagogy to target students with specific learning needs, both intervention and extension. St Mary's recognises that all students learn and progress differently and we aim to know our students intimately to best support their journey.

Literacy Testing & Assessment Tools	Numeracy Testing & Assessment Tools	Ongoing Testing & Assessment Tools
<ul style="list-style-type: none"> • English Online Interview • Marie Clay Observations • Pat Reading / Spelling • Fountas & Pinnell Reading Comprehension • Running Records • Magic 100 Words • Moderated Writing • Record of Oral Language • NAPLAN 	<ul style="list-style-type: none"> • Maths Online Interview • Pat Maths • Essential Assessment • NAPLAN 	<ul style="list-style-type: none"> • Teacher Judgement • Anecdotal Notes • Checklists • Student / Teacher Conferences • Graphic Organisers • Questioning techniques

GENERAL SCHOOL OPERATIONS

Attendance & Absence

It is the parents / carers responsibility to ensure their child attends school everyday. It is compulsory in Australia for children between 6 - 17 years of age to attend school every day that the school is open unless there is a reasonable excuse for absence. Reasonable excuses for absence are; illness, appointments, bereavement. Family holidays are also often a time when a child is absent. If your family is taking a holiday of 5 days or more, a letter to the principal must be provided.

If your child is going to be absent from school, families need to log the absence on Compass, providing a reason for the absence. If St Mary's does not receive notification of absence, a text message, or phone call is made to families following up on the absence prior to 10:30am daily. All absence from school must be accounted for and reported.

St Mary's staff and leadership monitor student attendance regularly. If data indicates ongoing and concerning absence, families will be notified by the school. Regular school attendance is vital for all children and young people to succeed in education and missing school days can have a big impact on a child's future. We are committed to working with the school community, parents, guardians and/or carers to encourage and support full school attendance. Parents, guardians and or carers experiencing attendance issues with a child, must notify the classroom teacher so that we can work together to get your child to school every day.

Birthdays

Birthdays are extremely special at St Mary's and we love to be able to celebrate and recognise when a student is celebrating a birthday! On your child's birthday they are welcome to wear casual clothes. If your child's birthday falls over a weekend or holiday period, they are welcome to wear casual clothes on their return to school.

Camps & Excursions

Camps and excursions are an important part of the school curriculum, in which all children are expected to participate. The School Camping Program provides for an ongoing development in independence and responsibility as each child moves through the primary school. The programs are for Children in Years 3-6.

Every school camp is planned, prepared and organised to cater for all student needs and to ensure inclusivity. Even if programs have to be modified we strive to have every child attend camp. At times we rely on parent volunteers. Parents who volunteer to attend camps and excursions must complete St Mary's Child Safe Volunteer Induction program and have a current Working with Children's Check. A WWCC is free when working as a volunteer for the school. Please see the deputy principal to register your interest.

Catholic Identity

At St Mary's, we are invested in the education of the whole person - spiritually, physically, academically, emotionally and socially. We are inclusive of all in our community who respect and support the Catholic mission of the school. Our mission is to continue the works and teachings of Jesus within our world. Our Catholic Identity is who we are, what we aspire to be and how we celebrate. Jesus is a central figure in our school and we use the Catholic faith and traditions to grow in faith and love.

Catholic identity at St Mary's is nurtured daily in prayer, school culture and our every interaction with one another. Our day begins with prayer, gratitude and mindfulness. Within the school routine we can celebrate our faith story in masses, liturgies and religious education.



GENERAL SCHOOL OPERATIONS

Our Catholic Identity is inclusive of all and an opportunity for all faith denominations to learn and respect one another's beliefs and points of view. Our school explores our Catholic history, traditions and rituals and provides opportunities for students to spiritually grow and richly connect with their faith in the world they live in.

Our students receive explicit Religious education daily. It aims to be rich, real and relevant and integrated into all we do. Our Catholic identity leader supports our students and teachers in providing a curriculum that engages and excites. St Mary's graduate outcomes are deeply embedded in our religious education curriculum and provide opportunities for students to deeply transfer their learnings into the people they are and the lives they wish to live.

Child Safe Standards

St Mary's is a child safe school. We are committed to the wellbeing and safety of every child. All students enrolled at St Mary's, and any child visiting, have a right to feel safe and be safe all of the time. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the fullest without any concern for their safety.

We are committed to providing a safe and nurturing culture for all children and young people at St Mary's through:

- All students deserve, as a fundamental right, safety and protection from all forms of abuse and neglect.
- Our schools work in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety, wellbeing and protection.
- All students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/carers.
- All adults in our schools, including teaching and non-teaching staff, clergy, volunteers and contractors, have a responsibility to care for children and young people, to positively promote their wellbeing, to identify and mitigate risks related to child safety and wellbeing in the school environment and to protect them from any kind of harm or abuse.
- The policies, guidelines and codes of conduct for the care, wellbeing and protection of students are based on honest, respectful and trusting relationships between adults and children and young people.
- Policies and practices demonstrate compliance with legislative requirements and cooperation with the Church, governments, the police and human services agencies.
- All persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- All members of the school community (including students and their families) are kept informed of child safety and wellbeing matters (where appropriate) and are involved in promoting child safety and wellbeing.
- School employees, volunteers, contractors, clergy, parents and students are able to raise concerns about child safety and wellbeing, knowing these will be taken seriously by school leadership.
- Appropriate confidentiality will be maintained, with information being provided to those who have a right or a need to be informed, either legally (including under legislated information sharing schemes being Child Information Sharing Scheme (CISS) or Family Violence Information Sharing Scheme (FVISS)) or pastorally.

COMMUNITY WELLNESS

Our commitment is to create a school environment where children and young people are respected, their voices are heard and where they feel safe and are safe.

Staff, Parents and Carers are required to read our Child Safe Policies and Procedures, available on our school website <http://www.smechuca.catholic.edu.au> as part of your acceptance of enrolment. These policies and procedures must be adhered to.

Community Wellness

St Mary's recognises that our school wellness must be nurtured daily. The wellness of all in our community is a priority and we strive to ensure that our relationships and partnerships are authentic, built of mutual respect and trust. We know that if we prioritise our community wellness, all will thrive, grow and achieve.

St Mary's has a robust Community wellness team; the Deputy Principal: Community Wellness, Leader of Learning Diversity, Catholic Identity Leader, Diversity and Inclusion Support Leader, Cultural Inclusivity Leader and a Community and Family Liaison leader. This team meets regularly to discuss the community wellness of all in our school. The team is led by the Deputy Principal: Community Wellness and is supported by Catholic Education Sandhurst to ensure we are consistently and proactively nurturing a well community.

At times throughout our school journey, staff, students and parents may require the additional support of our networks and allied health experts. These supports may be an interim adjustment or an intervention that is required for the entire school journey. All supports, interventions and adjustments are personalised for each individual.

Allied Health Support & Services

- St Mary's works in collaboration with allied health services and experts to integrate reasonable adjustments into a student's program at school. Allied health staff are welcome to come into the school to support a student's needs.
- Allied health experts are engaged by the school or family to support specific needs of a child. These health professionals range from speech and occupational therapists, to educational psychologists. St Mary's willingly works with families who obtain NDIS plans.
- St Mary's employs its own occupational therapist, Speech pathologist and social worker.
- A referral process must be completed for students to access these supports.

Restorative Practices, Restorative Teaching

- St Mary's is committed to Restorative Practices, Restorative Teaching. Restorative Practices can provide an explicit practice capable of building healthier relationships and stronger school communities. Working restoratively is not something that we do, nor is it a program we implement – it's something that we become, and it underpins the way that we practice. Restorative approaches will help us manage conflict and tensions by focusing on repairing harm and strengthening relationships. When we work restoratively, we focus on teaching responsibility for actions.

Community & Family Liaison Leader

- Our Community and Family Liaison Leader supports all in our community. This role supports youth work and outreach within our community. The Community and Family Liaison leader facilitates social and emotional groups, connects regularly with families and works with staff in pastoral support. Our students are encouraged to get to know our Community and Family Liaison leader and seek support or a friendly visit at any time.

Social Worker

- St Mary's employs a social worker in a part time capacity. Leaders and teachers often identify a need in a student or group of students where the skills and knowledge of a social worker can support and nurture successful relationships at school and home. Our school social worker provides recommendations for both the home and school to support the students wellbeing. A referral process must be completed for students to access these support.

Communication

St Mary's recognises that effective communication is crucial to successful partnerships with our families. We are committed to having constant and regular communication and an openness to share both our successes and challenges. We encourage our families to also stay in constant communication with their child's teachers sharing what is going well and what might be improved.

In all first instances families are to go to their child's classroom teacher. Your child's classroom teacher interacts with your child daily, observes their social and emotional wellbeing and will be informed of any concerns or incidents that may have occurred during the school day. St Mary's has a multitude of communication platforms which serve to keep our community well informed.

St Mary's Communication Modes & Purpose

Mode of Communication	Purpose of Communication
1:1 Meetings	<ul style="list-style-type: none"> • Parents are welcome & encouraged to contact the school office or teacher to arrange mutually suitable times for meetings • 1:1 meetings are preferred to discuss any concerns, issues & changes to an individual's information
Email	<ul style="list-style-type: none"> • Parents are welcome to email teachers for minor communication and operational content. • All teachers will provide their school email addresses at regular times throughout the year. • Emails are checked and responded to within 48 hours, Monday - Friday • St Mary's staff will actively use emails between the hours of 8am - 5pm, Monday - Friday during the school terms.
Curriculum Newsletter	<ul style="list-style-type: none"> • A curriculum newsletter is provided at the beginning of each term & provides families with insights to key learning, dates, events and year level based information. • Curriculum newsletters will be sent home in paper form and emailed

COMMUNICATION

Mode of Communication	Purpose of Communication
Learning Conversations	<ul style="list-style-type: none"> • Learning Conversations are scheduled in Term 1 & Term 3 • Parent Learner attendance is encouraged • Bookings are made online
Parent Information Session	<ul style="list-style-type: none"> • Parent information sessions are scheduled at various times throughout the year • The purpose of these meetings is to provide parents with general information about the class, school routines & procedures • At times these sessions may have a community focus Eg: learning strategies & supports, school improvement
Learning Expo	<ul style="list-style-type: none"> • Learning Expo's celebrate the terms learning journey & achievements • Learning will be shared from a class & individual perspective • Parents & family members are encouraged to attend
Special Events	<ul style="list-style-type: none"> • Individual classes may host special events throughout the year to link a learning occasion with the community • Individual class events will be shared Compass
School Assemblies/ Masses	<ul style="list-style-type: none"> • School Masses are held weekly & are hosted by individual year levels, parent attendance is encouraged • School assembly shares & celebrates the learning that is occurring at school • Assemblies are hosted by Year 6 students throughout the year • Graduate Outcome awards are given out at assemblies - parents are notified by the classroom teacher if their child is receiving an award.
St Mary's Website	<ul style="list-style-type: none"> • Our website is updated regularly with current information, events and promotions • Our community calendar is also embedded here • A variety of policies and procedures can also be found on our website Eg: enrolment, child safe requirements
Newsletter	<ul style="list-style-type: none"> • A newsletter is released fortnightly on a Thursday • The newsletter reflects, shares and celebrates all that is happening at school • It will support community advertisements and events • Provides families with current dates and events
Compass	<ul style="list-style-type: none"> • This private intranet provides each individual family with an account • Each family is provided with a username and log on • Compass shares a weekly organiser of events and daily requirements • Compass also provides access to school policies & procedures, calendars, school links, newsletters and parents can note absences • Parents can access their individual child(rens): attendance records, school reports and update medical records at anytime • Attendance of injury/illness will also be logged on Compass and families will receive an email • St Mary's requires that all families complete their child(rens) medical records annually or when required on Compass



066

66

6666

6666

6666

COMMUNICATION

Mode of Communication	Purpose of Communication
Email	<ul style="list-style-type: none"> • Group email is used to circulate whole community documents eg: newsletter • On occasion the email will be used for unexpected reminders
SMS	<ul style="list-style-type: none"> • SMS is used occasionally to communicate current events, notifications and requirements
St Mary's Facebook Page	<ul style="list-style-type: none"> • Facebook is used to promote and market the school • Community events and announcements will be shared here
School Surveys	<ul style="list-style-type: none"> • At varying times throughout the year parents are invited to complete surveys • Surveys are shared digitally & invite parents to share opinions on initiatives & strategies to further school improvement
Paper Correspondence	<ul style="list-style-type: none"> • St Mary's aspires to be paperless & environmentally conscious. Minimal paper will be sent home.



Communications Procedure

Communication from the school occurs through the newsletter, PAM or email. If you have an administrative question, travel query, or issue, you can make contact through a phone call, email or request a face-to-face meeting with one of the office staff.

Classroom Teacher

Communication from the teacher occurs through email, learning conversations, phone calls and face-to-face meetings. If you have a classroom or learning concern related to your child, you can request a phone call or face to face meeting via email.

Community Middle Leader

Our teachers work in professional learning communities in order to support all students in the year level on their primary school journey. Your child's community leader is available to support classroom or learning needs relating to your child. You can request a phone call, email or face-to-face meeting with your child's year level leader and/or classroom teacher.

Deputy Principal

If the issue remains unresolved, you can request an appointment with the Deputy Principal by contacting the front office.

Principal

If the issue remains unresolved, you can request an appointment with the Principal by contacting the front office.

1

2

3

4



GENERAL SCHOOL OPERATIONS

Family Information Update

Have you recently...

- Moved house?
- Changed your email address?
- Bought a new mobile phone or changed mobile number?
- Changed jobs and work phone number?
- Changed your child's emergency contacts?
- Had a change of family circumstances?

If your details have changed recently, you will need to update your details on Compass or advise the school as soon as possible. This ensures that information about your child is current and correct.

First Aid, Illness and Medication

St Mary's has an extremely well resourced first aid room and employs a school nurse for the play periods throughout the school day. In addition to our school nurse all staff regularly complete courses in First Aid with specific Asthma, Anaphylaxis and CPR training.

If a child is hurt or unwell they are sent with a pass to the first aid room to be triaged and supported. All visits to the first aid room are documented on a child's profile and families informed. When illness or accident occurs, parents are notified and when necessary, are asked to take their child home or to a doctor. St Mary's will contact parents in the event that a child has had a knock, bump or any physical impact to the head.

If your child has a specific medical plan, this must be provided at enrolment and updated annually. St Mary's will only distribute prescription medication with a current medical plan and medication. St Mary's school nurse will contact families when renewal of plans

and medication is needed. These plans include allergies, asthma, dietary requirements and any regular medication plans.

St Mary's Foundation students see a School Nurse from Health and Community Services visits once a year to check Foundation children for sight, hearing and general medical problems. Parent consent is required and all families receive a report and any recommendations post the visit.

While at school your child may experience a range of illness and infections. St Mary's utilises the Royal Children's Hospital website for fact sheets, recommended treatment and time needed away from school. The Department of Education & Training also provides current guidelines around illness, infection and school expectations. <https://www2.education.vic.gov.au/pal/infectious-diseases/policy>

Food for school

St Mary's recommends healthy and balanced food for the school day. A variety of fresh food is encouraged for all children in a well cooled and kept lunch box. St Mary's is environmentally conscious and asks that families support as much nude food as possible. It not only promotes environmental awareness, it also keeps our school yard neat and tidy, clear from litter. If a child forgets their lunch, St Mary's has basic provisions to accommodate this. If families are dropping food in during the school day, we recommend that healthy options are only provided.

Every child is to have a clearly labelled, fresh and filled water bottle daily to use when needed. St Mary's has many bubble taps however personal water bottles are encouraged during learning times.

ST MARY'S HOUSES

Three days a week St Mary's locally outsources an option of canteen. Orders can be placed on line after setting up a family account. St Mary's collaborates with our canteen provider to ensure we are striving to have healthy options available on our termly menus. Termly menus and ordering information is available via Compass and the newsletter.

House Groups

St Mary's prides itself on our inclusive and encouraging House groups and sporting Program which is celebrated regularly throughout the school year.

Our explicit sporting program involves participation in:-

- Annual Athletics Carnival (P-6)
- Annual Swimming Carnival (Years 3 – 6)
- Swimming Program: Years 3-6 beginning and end of year, Foundation – Year 2 end of year.

- Interschool Sport: Years 6 Term Two and Three (Football, Netball, Softball, European Handball)
- Cross Country (Years 3-6)

Our school provides the opportunity for children to extend their sporting talents by participating in regional and state competitions and championships. St Mary's has an inter school sports policy and procedure to ensure clarity, and fair and reasonable participation.

On enrolment your child will be allocated to a House group which they will belong to for their entire journey at St Mary's. The house groups not only gather for sport however cross peer learning and school celebrations also. Year 6 Leaders support our house groups and model leadership during these occasions.

St Mary's Houses





LEARNING & TEACHING

Learning & Teaching

Our approach to learning and teaching at St Mary's supports individual development in a safe and supportive environment.

Our Educational Beliefs

- Our Learning Community believes;
- Learning best occurs in a happy and safe environment
- All moments are teachable moments
- Mistakes and a growth mindset are essential to the learning journey
- Learning occurs through engaging and meaningful experiences
- All students are included and have access to all learning experiences
- Learning is a rich, real and relevant experience
- All individuals learn and progress differently
- Parental involvement in their children's learning is vital
- Assessment and feedback ensure growth and accountability
- Learning is enhanced in a team and collaborative approach.

Our Educational Aims

At St Mary's, we aim to;

- Encourage personal responsibility for learning and develop independence
- Create a challenging, open and engaging learning environment
- Promote positive dispositions and attitudes through the learning experience
- Encourage deep and rigorous thinking about life and learning
- Use assessment to plan and target individual learning
- Listen and learn with our students to best meet their needs, respect backgrounds and nurture interests
- Live and learn respectfully within our school community
- Engage students in a variety of contemporary learning approaches and resources in readiness for their future.

LEARNING & TEACHING

At St Mary's we employ evidence-based, best practice informed by assessment, data and student voice. Students develop and progress differently, and we aim to ensure that programs are individualised and differentiated so that every student experiences success. Students are encouraged to become confident and independent learners, empowered to learn and welcome feedback and challenge.

St Mary's Curriculum is aligned with the Victorian Curriculum and supports planning and assessment. The curriculum is a common set of knowledge and skills students require for lifelong learning. Our aim is for all students to be active and informed members of the community.

English: Reading and Viewing, Writing and Speaking and Listening	Mathematics	Investigations: Science, History, Geography, Civics and Citizenship, Economics & Business, Design & Digital Technologies, Arts: Performing & Visual Arts	Religious Education
10 hours	5 hours	5 hours	1.5 hours
Physical Education	Languages: Indonesian	Capabilities: Personal and Social Learning, Critical and Creative Thinking, Ethical Capability and Intercultural Understanding	Our core curriculum and weekly mandated allocation of teaching and learning includes;
2 Hours	1 hour	Integrated	

Digital Technologies - Digital Citizens

St Mary's recognises that our students are learning and growing in a digital world. St Mary's strives to ensure we have the latest technology available to staff and students and are exploring a variety of tools, platforms and resources to ensure we are nurturing their digital literacy. Part of the digital technologies program is to consistently educate our staff and students on safe and appropriate use of all technologies and online resources.

St Mary's uses the Apple computer platform, using a range of technologies throughout the school. St Mary's uses iPads and MacBooks, exploring a variety of Apps to think, learn and create. Every learning community is resourced with devices and interactive technologies that are available to all students: interactive whiteboards, a bank of laptops and iPads, and wifi access. As part of our schedules on fees every child in the school contributes to the leasing and subscriptions of devices and online resources.

LEARNING & TEACHING

St Mary's - eSmart

St Mary's is a proud eSmart School gaining accreditation in 2019. The eSmart program is designed to educate, track, monitor and prevent bullying and cyberbullying. It supports the school to embrace the benefits of technology while reducing childrens' exposure to cyber risks, such as cyber bullying, online sexual predation, sexting, identity theft and fraud. St Mary's has implemented various measures across the school to reduce these risks such as individual user agreements, eSmart policy, technology misuse tracking and parent community engagement workshops.

We constantly revise our policies and user agreements to ensure parents, students and teachers are all involved and take responsibility for the way they engage with technologies.

Minni Laing Center: St Mary's Library

St Mary's School has a Library/Resource Centre which is fully automated. Each class has a timetabled library lesson during the week. In addition, children, parents and teachers are welcome to utilise the Library before school.

Learning Communities

At St Mary's we operate as one united learning community however within our community we have sub communities where we live and learn. Every community has a learning and teaching team that includes classroom teachers and learning support officers (LSO).

Healy Learning Community:

Foundation to Year 2

Brennan Learning Community:

Years 3 and 4

Moore Learning Community:

Years 5 and 6

Hayden Learning Community:

Specialists, Administration Staff & Leadership

Within each learning community, each child is aligned to a specific homeroom teacher however is still considered part of the whole learning community. Teachers work as a professional and collaborative learning team, working together to plan programs, analyse data, and target the explicit learning journey of each child. These highly effective teams also collaborate and support each other in their teaching – all of which will consequently benefit each and every child in the school

iNext - Intervention & Extension

St Mary's recognises that every student learns, grows and develops differently. Through our targeted and data driven approach we are able to provide learning at a student's zone of proximal development. At times throughout one's schooling, we may be challenged or need to be further challenged with our learning. St Mary's iNext team are a group of educators who work with our Leaders of Pedagogy in key curricular areas to provide small group sessions of extension or intervention learning. These small groups explicitly focus on target areas for short periods of time before re-engaging in the classroom. Testing and assessment within these groups are used to track progression and learning behaviours to best support the student and future teaching approaches. Currently, our iNext team only provides English and Mathematics development.

Students with Additional Needs

St Mary's is an organisation that is inclusive of all needs. It strives to provide personalised and adjusted learning to accommodate students with learning needs and diagnosis. At St Mary's we have developed a whole school response plan to support and include students with additional needs. St Mary's Leader of Learning Diversity in consultations with teams of teachers work to monitor and analyse data to ensure progression. At times our professional educators may collaborate and discuss gaps in progression and complete our pre-referral process to ensure we are deeply analysing a student's needs.

St Mary's will consult parents, external agencies and allied health to provide additional expertise and recommendations if a student's learning requires support.

For children with specific learning or physical disabilities, a personalised learning program (PLP) is developed in conjunction with the Leader of Learning Diversity. For each integration child, a Program Support Group (PSG) is formed. The PSG is made up of Parents, their Advocate, the Class Teacher, Student Support Person and Learning Diversity Leader. The Principal can also be involved. The PSG meets at least once per term.

We also have a visiting Speech Pathologist, Occupational Therapist and Social Worker who works in conjunction with staff and families.

Lost Property

St Mary's expects that all families will clearly label all school items with your child's name and surname. It allows our students to quickly identify and take responsibility for their own belongings. Our school hats, bags and reading satchels are often embroidered with your child's name. This service is available at Hip Pocket Echuca.

St Mary's lost property can be found in the administration area of the school. Our students regularly check this and parents are welcome to come and find missing items also. Our administration staff clean our lost property tubs regularly and return to the rightful owners.

Medical Information

Every family is required to provide private information relevant to your child's medical needs and history. It is a legal requirement that all children who attend primary school are immunized and provide proof of vaccination on enrollment.

St Mary's student medical information is kept on each individual's profile with any specific needs or medications highlighted. Parents are expected to provide current medications, action plans and update your child's individual medical profile annually. St Mary's can only administer medication with parent consent and a completed medication distribution form. All medical information of your child will remain private and confidential. This information will be logged on our Parent Management system, student profile - Compass.

Parent Involvement & Volunteers

St Mary's will often ask for helpers both in and outside the classroom. It is so important to our school to have our parents in and around our learning experiences. If you are interested in volunteering throughout your child(ren) schooling be sure to complete our Volunteer process and check under Child Safe on our website.

Please speak to your child's teacher or come and visit the office to find out the many ways you can help. All volunteers at St Mary's must hold a current Working With Children's Check and complete an induction with the Leadership team, inclusive of signing and agreeing to a Parent Code of Conduct.

Transition to School

Starting and finishing primary school are significant milestones in a child's life. St Mary's strives to have positive and productive relationships with our preschools and secondary schools in hope of bridging the gap between educational settings and ensuring all students are set up for success. As a united community it is vital that our students have a sense of belonging and happiness in all educational settings that they attend.



GENERAL SCHOOL OPERATIONS

Foundation Students Start to School Life

St Mary's welcomes our students and families officially when the Stage 2 enrolment application is fully complete. This happens in May of each year. From May our families are kept in constant communication to ensure that you feel well inducted and informed around St Mary's school life. In term 4 our Foundation students attend five sessions of school transition where they become familiar with the school grounds, facilities, staff and peers. During these sessions our educators support and observe in hope of best placing your child for the following year. The more familiar, comfortable and confident our students are the better their transition to school will be.

At times students with additional needs may qualify for extra transition sessions. These arrangements can be made in consultation with our Leader of Learning Diversity.

On the eve of our final transition session, our Foundation parents are invited to learn about school life and meet their child's teacher. It is at this information session that families are informed around school operations and key information to starting at St Mary's.

Year 6 Students Start to Secondary School Life

St Mary's recognises the incremental progression of starting secondary school for our Year 6 students. Our Year 6 students have spent seven years in an intimate setting with 1:1 classroom teachers. In their final year of schooling our educators plan transition sessions and aim to provide learning experiences that will nurture further independence, time management and student voice.

Our Year 6 teaching team and the Leader of Learning Diversity work in partnership with our feeder secondary schools in bridging the gap between primary and secondary school. Each secondary setting will provide families with dates, purpose and transition options prior

to the end of the school year. Students with additional needs and our ATSI students may also attend extra transitions at their chosen secondary schools in hope of preparing them for their future setting. Support and further information can be provided by St Mary's Leader of Learning Diversity.

St Mary's has developed good relationships with St. Joseph's Secondary College to encourage pathways in Catholic Education for students from Foundation to Year 12. St Joseph's is our predominant feeder school for our student population and we strive to collaborate and unify some practices and processes for the benefit of our students and families. Students in Years 4 to 6 are introduced to St Joseph's through school visits and activities. Senior students and parents are also given many opportunities to become informed about College programs and facilities. Regular information is shared in our newsletter.

Travel to & from school

If children are either walking or cycling home, parents should expect them home by a certain time each day. If the child's mode of traveling home is to be changed, please send a note with a young child, or inform the school if alterations are made during the day.

Our pick up zone has a 20kmph limit and surrounding roads and streets to our school 40 kmph. Our pick up and drop off procedures aim to provide optimal traffic flow and steady progression. Our local law enforcement regularly monitor the area to ensure our families are adhering to road traffic laws and safety.

Walking

Children walking home from school are advised not to loiter, to observe road rules, use all marked school crossings and lights and not to talk to strangers.

GENERAL SCHOOL OPERATIONS

Bicycles / Scooters

Children need to be proficient in the area of bike riding and to know and demonstrate correct behaviour in accordance with road safety rules before being allowed to ride to school. When arriving at or leaving school, children walk their bikes through the school grounds. Whilst at school, bikes are to be stored in bike racks and sheds provided.

The Road Traffic Authority strongly recommends that children under 10 years old do not ride bicycles independently of adult supervision. Children cycling or scooting to and from school are advised to be a competent cyclist / scooter, observe road rules, exercise care, not talk to strangers and wear a helmet.

Detailed information can be found on www.vicroads.vic.gov.au

Traffic Lights

The school is situated in close proximity to the Murray Valley Highway. Children, riding, scooting or walking to school may need to cross this highway to access Bridlington Ave. A set of traffic lights is situated at the intersection to allow children to cross safely. These include pedestrian lights. Children should be actively encouraged to utilise these lights for crossing the highway. The crossing is provided for pedestrian safety and good modeling is vitally important.

Car Drop Off

A car park is provided on the western end of the school property which is for staff parking. Parents are asked to utilise parking on the school boundaries and roads when coming to school and walking your child into the playground.

A 'quick' drop off/pick up zone is provided for parents who do not wish to park. This drop off zone is situated directly out the front of the school office. To utilise this effectively, parents are asked to only drop off or pick up in this area.

This means that no adults are to exit the car while in this zone. Each afternoon, a staff member will be on duty to supervise this traffic flow.

School Photos

St Mary's takes school photos at every opportunity. All events, celebrations and excursions are an opportunity to share our learning and achievements with our community. St Mary's has talented photographers who often attend our special events to capture these moments. These can be found on our website and socials. All families must provide consent for Permission to Photograph on enrolment. Our staff and photographers are discreetly made aware of any non consent students on our register.

Annually, we have formal school photos taken by MSP Photography. Families are provided with forms where selections can be made and payment completed online. Photos with school enrolled siblings can also be taken on this day. We are unable to cater for siblings who do not attend St Mary's primary school. Students are required to wear full school uniform on this day. The date for school photo day will be announced early in each school year.

SunSmart Schools: Hats, Sunscreen, Shade & Clothing

St Mary's is a SunSmart school and adheres to a SunSmart policy. All children are required to wear a school hat from January to April and then again from September to December. "No Hat / No Play" - children must then sit in a designated shade area. We encourage children to leave hats at school so they have them at all times.

As a school we are unable to provide sunscreen as some students have skin sensitive requirements. In our summer period we do encourage families to send your child with sunscreen already applied.

GENERAL SCHOOL OPERATIONS

School Uniform

School uniforms unites us as a school community and we aim to wear it with pride. On enrolment our students and families commit to wearing our school uniform in its entirety. It is an expectation at St Mary's that all children wear our school uniform each day unless it is your birthday celebration

day! Parents are responsible for making decisions with their child about whether to wear summer or winter options, however uniforms must be worn at all times. St Mary's has seasonal uniforms and sporting uniforms. Your child's classroom teacher will advise you each term of specialist and physical education days so that you can send your child in the appropriate attire for their day.

St Mary's current uniform supplier is Lord's Fashion 198/200 Hare St Echuca. All St Mary's uniform items are available for purchase from here.

GIRLS WINTER UNIFORM		GIRLS SUMMER UNIFORM	
<ul style="list-style-type: none"> • Navy pants • Optional: navy shorts or skort • Navy and Gold polo with school logo • St Mary's School Jumper • Navy blue tights or white socks • Dark navy pleated tunic 		<ul style="list-style-type: none"> • Navy pants • Optional: navy shorts or skort • Navy and Gold polo with school logo • St Mary's School Jumper • Navy blue tights or white socks • Dark navy pleated tunic 	
BOYS WINTER UNIFORM		BOYS SUMMER UNIFORM	
<ul style="list-style-type: none"> • Grey school pants - long/short • Navy and Gold polo shirt with school logo • St Mary's School Jumper • White socks 		<ul style="list-style-type: none"> • Grey school pants – long/short • Navy and Gold polo shirt with school logo • St Mary's School Jumper • St Mary's School Jacket • White socks 	
SHOES		HATS - Compulsory Term 1 & 4	
<ul style="list-style-type: none"> • Black school shoes or boots • Completely black running shoes only are acceptable as school shoes • Black sandals - with a back - may be worn with a summer uniform with no socks. 		<ul style="list-style-type: none"> • Broad brimmed or bucket hat with school logo 	
SPORTS UNIFORM:- YEARS 3-6		HAIR / JEWELRY / SCHOOL BAGS	
<ul style="list-style-type: none"> • Boys: navy sports shorts only • Girls: navy sports shorts only • All shorts should be short-legged sports shorts, No logos/stripes on shorts. • Navy track pants (No stripes/logos) • White socks (no colour/logos on white socks) • Sport shoes 		<ul style="list-style-type: none"> • All hair past the shoulders must be worn up in a hair tie • Studs and sleepers are the only earrings allowed for school • No necklaces, bracelets, dangling earrings, nail polish & fake nails are allowed due to OH&S • St Mary's school bags are preferred & recommended 	

GENERAL SCHOOL OPERATIONS

Whole School Assemblies

Whole school assemblies create a cohesive school community and nurture positive school culture. Children will assemble as a whole school every fortnight to share events of interest, notable achievements and pray and reflect as a school.

These assemblies are held on Tuesday afternoon at 2.10 pm in the Brigidine Centre. Assemblies also provide a means of regular contact between the classes and the Principal. Parents are always welcome to attend and celebrate all that is happening at St Mary's.





St. Mary's School
ECHUCA

15-33 Bridlington Ave, Echuca VIC 3564

P: (03) 5482 1342 | E: info@smechuca.catholic.edu.au