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SCHOOL AND PARISH CONTACTS

SCHOOL:

POSTAL ADDRESS: St. Mary’s Parish Primary School
210 Grimshaw Street
Greensborough Vic 3088

PHONE: (03) 9433 4000

FAX: (03) 9432 2216

SCHOOL WEBSITE: www.smgreensborough.catholic.edu.au

PRINCIPAL: Mrs Helen Anderson

EMAIL: principal@smgreensborough.catholic.edu.au

DEPUTY PRINCIPAL: Mrs Elizabeth Sullivan

RELIGIOUS EDUCATION LEADER: Ms Amelia Morse

SCHOOL ADVISORY BOARD CHAIRPERSON: Mr Paul George

PARISH:

PARISH PRIEST: Fr Steven Rigo

POSTAL ADDRESS: St. Mary’s Presbytery
204 Grimshaw Street
Greensborough Vic 3088

PHONE NUMBER: (03) 9435 1543

PASTORAL ASSOCIATE: Jacinta Bright
SCHOOL PROFILE

St. Mary’s Parish Primary School Greensborough was officially opened in 1955. It is a Catholic Parish Primary School situated on the same grounds as the Parish Church at 210 Grimshaw Street, Greensborough in the northern suburbs of Melbourne. In recent years enrolments have remained fairly consistent. At the August Census in 2013 enrolment was 539.

There are 21 straight class groupings with three streams at each level from Prep to Year 6.

Our Vision Statement recognises that we are a dynamic learning community called to engage justly in the world. We maintain a warm, welcoming community spirit with a high level of parental involvement and connection with our Parish Community. The School Advisory Board has an active role in supporting and guiding the Vision of the school and connecting with the wider community.

A comprehensive curriculum is offered with specialist areas being LOTE (Italian), Music and Drama, Art, Physical Education and Library. An eLearning specialist teacher supports the learning of both teachers and students in the area of Information/Communication.

As professionals, our teachers believe that we are all learners. Teachers work in collaborative teams where shared professional learning, questioning and reflection are embedded in our practices. There is ongoing professional discussion and planning to constantly improve student outcomes and best meet the learning needs of all students.

There are 50 Staff members with a broad range of experiences including six Teacher Aides who are employed to support the learning needs of our students.

Reading Recovery is implemented in Year 1. This is a one-to-one program with a trained Reading Recovery teacher for five sessions a week. This program aims to support students to reach the class standard. The Levelled Literacy Intervention Program (LLI) supports students at risk in the area of literacy in Years 2 and 3 and the Getting Ready in Numeracy Program (GRIN) supports those students at risk in the area of mathematics. Personalised Learning Plans (PLPs) are prepared for students at risk. A variety of lunch time programs are conducted to support the various interests and talents of students e.g. Art Club, Chess Club, Science Club, Cybersafety Club and Book Club. The importance of Student Voice is recognized and promoted through the Student Leadership structures and planned for through the inquiry approach to learning. Highly able students are extended through personalised learning using the inquiry approach.

In 2010, through the BER Project, the building of a contemporary Learning Centre was completed (McKillop Learning Centre (MLC)). This facility provides 12 learning areas which are flexible in design and allow for collaborative learning and teaching. The second stage of our building project was completed in 2013. Facilities provided include an Administration building, Staff facilities and a Library/Technology Resource Centre. A refurbishment has provided modern learning spaces for Prep to Year 2 students. This Learning Centre has been named the ‘Frayne Learning Centre’ (FLC).
School Vision Statement

A dynamic community of empowered learners, engaging justly in the world.
ENROLMENT POLICY

Rationale

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ.

Catholic schools were established as a key instrument of catechesis and sacramental preparation for Catholic children. St Mary’s Parish Primary School strives to offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

It is important that applicants understand that acceptance into St. Mary’s School does not give them automatic right of admission into a Catholic Secondary School (CEOM Policy 2.4).

Goals

To ensure that those families who desire a Catholic education are supported to achieve this desire. It is also our aim that all who join our community, value our educational aims which have been developed and lived in the spirit of the Gospel based on the teachings of Jesus Christ.

To ensure that there is access to Catholic Education to all families, contribution from parents for the maintenance of our Catholic School should be at a level that enables parents to exercise their choice of schooling without undue financial hardship.

Enrolment Process

Application for enrolment must be made using the official Enrolment Form. Those students commencing their first year of school must be five years of age by 30 April of the year in which they start school.

All families are formally invited to an interview with the Parish Priest and Principal to complete the enrolment process. An Orientation Program is offered in Term 4 of the year prior to commencement for those students who are commencing in the new school year.

Priority Acceptance

Applicants will be accepted in the following order:
1. Siblings of children already enrolled in the school.
2. Catholic children who are residents of the parish.
3. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.
4. Catholic children from other parishes (for pastoral reasons).
5. Others who meet the requirements as set out in the CEOM Policy 2.4.

The Parish Priest is the final authority in accepting an enrolment application.
FEE STRUCTURE FOR 2015 (AS A GUIDE FOR 2016)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Fee</td>
<td>$1475 per family per annum</td>
</tr>
<tr>
<td>Capital Fee</td>
<td>$350 per family per annum</td>
</tr>
<tr>
<td>Student Levy</td>
<td>$330 per student per annum</td>
</tr>
</tbody>
</table>

The Student Levy covers costs associated with the following: swimming, gymnastics and dance programs, excursions, incursions, materials and resources for library, curriculum programs, student books, stationery items, photocopying etc.

Payment of School Fees

Families will be billed over the first three terms. The first account will be mailed at the commencement of the school year and will include the Student Levy, the School Fee and the Capital Fee. The Student Levy is to be paid by the end of February.

There are a number of options for payment: per week, per fortnight and per month. EFTPOS, direct debit, credit card, cheque or cash facilities are available for payment. Please make your preferred arrangement with our school bursar Philippa Griffin.

Other Costs

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camping Program</td>
<td>Year 5 and Year 6 (3 days) – Cost for 2015 is $300.00.</td>
</tr>
<tr>
<td>Sacramental Program</td>
<td>$30.00 per Sacrament</td>
</tr>
</tbody>
</table>

Sacraments are celebrated as follows:

<table>
<thead>
<tr>
<th>Sacrament</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciliation</td>
<td>2</td>
</tr>
<tr>
<td>Eucharist</td>
<td>3</td>
</tr>
<tr>
<td>Confirmation</td>
<td>6</td>
</tr>
</tbody>
</table>
PRINCIPLES OF LEARNING AND TEACHING

We believe:

- Learning about our Catholic identity and the diversity within our community, fosters respect justice and peace.
- Trusting and supportive relationships within our community enrich the lives of students, families and staff.
- Learning is engaging and transformative, empowering the individual to question, problem solve and develop a positive mindset towards lifelong learning.
- Learning individually and in partnership with others develops empathetic, reflective and resilient learners.
- Building capacity to recognise and manage one’s emotions and behaviours supports a positive sense of self and promotes responsible decision making.
- Feedback must be ongoing, varied and personalised which supports the learner to achieve their personal best.
- Utilising local and global resources enriches knowledge, skills, understandings and relationships beyond the classroom.

Personalised Learning is the umbrella guiding learning and teaching at St Mary’s. Our focus has been on Transforming Pedagogy in order that learning is relevant and meeting the needs of 21st century learners. Our particular focus is on developing Personalised Learning in all areas of the curriculum with particular focus on student engagement, student voice and choice.

CURRICULUM

St Mary’s teaching and learning pedagogy is driven by the CEOM Contemporary Learning Schema along with the SAMR model. This is used to assist teachers to reflect on their work and engage in dialogue around teaching practice and student learning within our own context.

Curriculum and pedagogy at St Mary’s is deeply rooted in faith and aims to empower students with essential knowledge, skills and capabilities for active citizenship and lifelong learning.

At St Mary’s we are committed to designing curriculum that will support, enable and engage our students in the contemporary world.

Teachers work in close co-operation in Level Teams to ensure successful implementation of the sequential Prep – Year 6 program. Teachers plan a comprehensive learning program based on AusVELS standards, student voice and choice and global perspectives. There is facilitated planning where teachers are supported by the Curriculum Leaders.

An inquiry approach is used with effective ongoing assessment strategies incorporating student and teacher reflection and feedback.

Each Term parents receive a curriculum overview which describes the broad teaching and learning plan for the students. Student reports are sent home twice a year, in June and in December and goal setting meetings are held twice a year.
Curriculum Areas:

- English
- Mathematics
- Science
- History, Geography and Economics
- Civics & Citizenship
- Languages (Italian)
- Information/Communication Technology
- Religious Education
- Health and Physical Education
- Arts
- Technology
- Personal & Interpersonal Learning
- Social/Emotional Learning

Through our learning program it is our aim that our students will be:

- Able to develop a knowledge of the Catholic Faith and are people who value and respond to the Catholic traditions.
- Responsible individuals who are able to build positive relationships and achieve success.
- Informed citizens who understand and contribute to civil and community relations at local, national and global level.
- Community members who contribute socially, economically and culturally to society.

RELIGIOUS EDUCATION PROGRAM

The primary resource used in our school is ‘To Know, Love and Worship’ as stipulated and approved by the Bishop of the Archdiocese. Our Parish Priest works with the Staff to provide positive experiences in the area of liturgical celebrations, which help establish our Catholic identity and nurture our faith traditions.

SACRAMENTAL PROGRAM

Students in Year 2 receive the Sacrament of Reconciliation and students in Year 3 are prepared for and receive the Sacrament of Eucharist. Year 6 students receive the Sacrament of Confirmation. Parents are actively encouraged and supported with adult faith development evenings to assist them to support their child during their preparation for these Sacraments.

CURRICULUM HIGHLIGHTS

Literacy Program

The Literacy Program utilizes a whole school approach to ensure all students achieve success in Literacy.

The Literacy program emphasises:

1. A balanced approach to the teaching of reading, writing, speaking and listening.
2. Small group focused teaching.
3. Structured teacher observations and assessments to diagnose students' strengths and weaknesses in order to establish starting points for teaching and to monitor student progress.

4. Ongoing professional development for teachers.

5. Open communication with parents.

**Intervention Programs**

Our Director of Student Services and Special Education co-ordinates our Learning Assistance program. Through ongoing assessment, students at risk are identified. Appropriate programs are then offered to meet the academic, social, emotional and physical needs of our students. There is a particular focus on Literacy and Numeracy Intervention where qualified teachers work with small groups of students. Literacy and Numeracy Officers are also available to work with students who have been identified as requiring extra assistance.

- **Reading Recovery**
  
  Despite good first teaching, a proportion of students will be identified at the end of the Prep year as requiring support with reading and writing strategies. The Reading Recovery Program provides one-to-one intervention to assist such students. These students are given support to bring their skills up to the average level of the class.

- **Levelled Literacy Intervention (LLI)**
  
  This program supports students at risk in Yr 2 and Yr 3. It is conducted by the Reading Recovery Teacher through small group intervention for four sessions per week.

- **Getting Ready in Numeracy (GRIN)**
  
  This program is conducted in small targeted groups over four sessions per week. Its purpose is to unpack the numeracy learning intention prior to participation in the lesson of the day.

**Extension Programs**

Opportunities are provided to allow the more able students to develop their abilities at a higher level of understanding. This could involve working in a small group with others on a research project, being presented with open ended activities that can be completed in the classroom or participating in competitions.

**Students with Disabilities (SWD)**

This program supports students with special needs who meet the set criteria as set down by the Commonwealth Government. Additional funding is provided to support the educational plan for these students.
**Student Welfare Support Group**

An important aspect of our work is student welfare which involves identifying and supporting the needs of all students. The Student Welfare Support group meets weekly to assist teachers and parents with any concerns that may arise in relation to a student's development and wellbeing.

**Seasons Programs (Bereavement Program)**

The Seasons Program is offered each year. This is a support program for those students who have suffered a loss through death or family separation. A trained facilitator conducts the program.

**Student Wellbeing Programs**

The Social and Emotional Learning (SEL) of all students is a major focus of our school. The school utilises the Restorative Justice and Positive Behaviour approaches in order to develop appropriate behaviour within our school community. Programs such as Social Skills lessons, Library Club, Student Leadership, Community Classroom Awards and Values Education assist students with their personal and social development.

**Student Counsellor**

A counselling service is available at the school. A qualified counsellor attends one and a half days a week. Through this service, students and families are assisted to work through personal issues which cover a wide spectrum. Referrals are made through the class teacher or Principal. Besides individual counselling, social skills groups are also conducted by the counsellor.

**Student Services**

Through a school referral process, students have access to services provided by the Catholic Education Office (CEO). Such services include speech pathology, psychological assessments and educational assessments.

**Library Resource Centre**

Students attend a weekly library class with our Librarian. Students are encouraged to borrow books regularly.

**Choir**

Students are given the opportunity to join our School Choir. Through this experience, their musical skills are developed and they have the opportunity to perform at school and community functions.

**LOTE - Italian (Language Other Than English)**

A specialist Language teacher teaches the Italian language and culture to classes from Year Prep - 6 weekly.
Computer Technology Program

St. Mary’s has excellent resources and a specialist teacher supporting learning in the area of Information and Communication Technology Education. Classrooms have interactive whiteboards and online resources. Computers are installed in all classrooms, which are networked across the school. There are Chrome books, ipads and work stations that are available for use in the classrooms and wireless access provides flexibility in our eLearning program.

Visual Arts Program

Students participate in a specialist Visual Arts program each fortnight where they are given the opportunity to explore their artistic talents through a variety of media including paint, construction materials and photography. Every second year, an Art Expo is held to showcase the creative endeavours of the students.

Music and Drama Program

Students participate in a fortnightly specialist Music and Drama program where they are engaged in rich learning experiences in this creative domain. A biennial school concert is held where all students have the opportunity to perform.

Dance Program

Dance is taught to students in Year 1, 5 and 6 by qualified instructors from the Dance Fever Company. A highlight of the year is the Year 5 and 6 Basket Supper Dance held at La Trobe University where the students demonstrate their dance skills. The evening culminates in dancing for the whole family.

Gymnastics Program

Qualified Gymnastic Instructors from PIT Gymnastics provide lessons at school for students in Prep and Year 4 for a term during the year. Students in Year 6 participate in a 6 week Circus Skills program.

Interschool Sports Program

Year 6 students compete in the Interschool Sports program against other schools in our district during Term 1 and 2. Year 3 – 6 students have the opportunity to participate in Athletics, Cross Country and Swimming Carnivals at District, Zone, State and National levels.

School Sports Carnival

All Students participate in our Annual School Athletics Carnival at Meadowglen. This is a fun event where parents are invited to attend.
Fire Carrier Program

“Fire Carriers”, an acronym for “Friends Igniting Reconciliation through Education”, is an initiative through the Catholic Aboriginal Ministry of Victoria. The program aims to bring Peace, Justice and Reconciliation in dealing with the past, so as to build respect, appreciation and understanding of the original custodians of this land. Some members of staff have been inducted as Fire Carriers and each year a group of students are inducted as Fire Carriers and are commissioned with the responsibility of bringing to life the ideals of this program.

Camp Program Year 5 and 6

Students in Year 5 and 6 participate in a three day outdoor activities Camp Program each year. This experience provides an opportunity to develop personal skills such as community living, independence and self-confidence.

Swimming Program

Students in Year 2 and 5 attend a Stroke and Water Safety Program over a 6 week period. Students in Year 4 participate in a 4 week Water Safety Program. Our Swimming program is conducted by qualified instructors from the local swimming centres.

Tennis Lessons

Two tennis courts are part of our school property. Private lessons with a tennis coach may be arranged. These are held before or after school or during class breaks.

Hot Shots Tennis Program

St Mary’s participates in the Tennis Australia “Hot Shots Program”, which runs over a six week period during Term Two. Students participate in the program as part of their weekly PE lessons. There is also a lunchtime program and a Year Five/Six tournament. Tennis Australia provides all of the necessary equipment, teacher training and resources.

Sports Clinics

Students have opportunities to participate in a variety of sporting clinics and competitions throughout the year such as Storm Rugby League, AFL Footy, Squash, Soccer and Tennis.

Buddy Program

Through our Buddy Program the Year 6 students are paired with the Prep students. Planned activities between the classes are held so that the students become friends and are there to support each other. This provides a ‘buddy’ for the younger student and gives the older student the opportunity to develop leadership skills and responsibility.
**Student Interest Clubs**

During class breaks, there are a variety of student lead clubs to cater for the different interests of students. Such clubs include Lego, Chess, Drama, Art and Cybersafety Clubs.

**Student Leadership**

School Captains and Sports Captains take on various responsibilities in the school. There are also Student Community Leaders who work with teachers on various projects. Students are given the opportunity to develop leadership qualities, gain a sense of service and to have the opportunity to raise, discuss and solve issues. The School Leaders are from Year 6 and other grades have representatives on the Student Representative Council.

**St Mary’s Fun Day**

A highlight of the year is our Feast Day which is held in December to celebrate Our Lady, the patron Saint of our school and parish. There is a whole school Mass followed by fun activities.

**ST MARY’S PARTICIPATION IN RESEARCH INITIATIVES**

1. Literacy Projects:

   The Learning and Assessment Project (LAP) is a CEO and University of Melbourne initiative. It is a whole school approach to using evidence to inform effective teaching and learning practices.

   Collaborative Literacy Learning Communities Project is focussed on Years 5 - 8 (CLLC Project). It aims to improve the learning outcomes for middle years students (5 - 8). Drawing on an inquiry approach to learning and teaching, it uses evidence and assessment to guide learning processes.

2. ICON Research Project (Integrated Catholic Online Network):

   In 2014 St Mary’s was selected to trial a Google application in preparation for transforming teaching and learning. Knowledge and skills gained were shared with Catholic schools in Victoria.

3. Australian Curriculum and Assessment Authority (ACARA):

   St Mary’s was one of 15 schools across Australia chosen to share our planning and implementation of the Australian curriculum. This work was filmed and is available on the ACARA website and Youtube.

4. St Mary’s participated in a professional project in conjunction with Apple (Sydney) to produce an educational resource app to be shared on itunes.

5. In 2014 we participated in a Google educational Symposium where we shared our application of Google apps and Chromebooks with teachers across Australia.
6. In 2015 further acknowledgement of our contemporary practices is being recognised. We have been chosen as one of three schools in the Archdiocese of Melbourne to be a roll out school for GAFE (Google Apps for Education) as a component of the Integrated Catholic Online Network (ICON).

7. In the area of literacy we have been asked to trial the implementation of new assessment tools through the Australian Council for Education and Research (ACER).

**SCHOOL UNIFORM**

See page the following page for full School Uniform requirements.

**Uniform Shop**

The Uniform Shop (located near the tuckshop) is open on the following days:

- **Monday** 8.30 am – 10.00 am
- **Wednesday** 2.30 pm – 4.00 pm
- **Friday** 8.30 am – 10.00 am

**Uniform Dress Code**

**Jewellery**

The only acceptable jewellery to be worn by any student, are earrings (studs or sleepers only) and a watch. Rings, bangles, bracelets, necklaces, chains and dangling earrings etc., are not acceptable due to the safety risk involved particularly during Physical Education, recess and lunch times.

**Aesthetic Considerations**

Students are encouraged to maintain a well groomed appearance at all times. Hair should be kept neat and where appropriate tied back. Headbands, scrunchies, elastics, hair pins and ribbons are permitted but consideration should be given to the appropriateness of colour etc., in regard to matching the school uniform. Nail polish or make up are not to be worn during school hours.
SCHOOL UNIFORM REQUIREMENTS

Wearing a school uniform instills in a student a sense of pride and self esteem. It creates an atmosphere of being a member of a larger community.

<table>
<thead>
<tr>
<th><strong>Girls' Uniform</strong></th>
<th><strong>Winter</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Winter</strong></td>
</tr>
<tr>
<td>Blue &amp; white checked school dress.</td>
<td>Blue Skirt or Girls’ grey slacks.</td>
</tr>
<tr>
<td>Plain short or long white socks.</td>
<td>Light blue polo shirt (long or short sleeved) with St. Mary’s emblem.</td>
</tr>
<tr>
<td>Black leather shoes.</td>
<td>Grey tights or grey socks.</td>
</tr>
<tr>
<td>St. Mary’s navy bomber jacket.</td>
<td>Black leather shoes.</td>
</tr>
<tr>
<td>St. Mary’s School hat or flap cap with the St. Mary’s emblem.</td>
<td>Navy bomber jacket.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Boys' Uniform</strong></th>
<th><strong>Winter</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Winter</strong></td>
</tr>
<tr>
<td>Light blue polo shirt with St. Mary’s emblem.</td>
<td>Grey trousers.</td>
</tr>
<tr>
<td>Grey shorts.</td>
<td>Light blue polo shirt (long or short sleeved) with St Mary’s emblem.</td>
</tr>
<tr>
<td>Plain short or long grey socks.</td>
<td>Grey socks.</td>
</tr>
<tr>
<td>Black leather shoes.</td>
<td>Black leather shoes.</td>
</tr>
<tr>
<td>St Mary’s navy bomber jacket.</td>
<td>Navy bomber jacket.</td>
</tr>
<tr>
<td>St Mary’s School hat or flap cap with the St Mary’s emblem.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Girls’ &amp; Boys’ Sports Uniform</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Light blue polo shirt with St. Mary’s emblem.</td>
</tr>
<tr>
<td>Navy blue shorts.</td>
</tr>
<tr>
<td>Runners and sports socks (predominantly white).</td>
</tr>
<tr>
<td>Navy tracksuit pants.</td>
</tr>
<tr>
<td>Navy bomber jacket.</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** SPORTS UNIFORM IS ONLY PERMITTED TO BE WORN ON THE APPROPRIATE SPORTS DAY AS STATED EACH TERM.
OUT OF SCHOOL HOURS PROGRAM (OSHC)

High quality care is provided before and after school through Camp Australia. The students are provided with a variety of activities whilst in this program. The program commences at 7.00 am for Before School Care and After School Care finishes at 6.30 pm.

EARLY ARRIVALS BEFORE SCHOOL

Students are not to arrive at school prior to 8:40 am. If students come before 8:40 am, they must use the Out Of School Hours Program (OSHC). This program operates both before and after school.

LATE ARRIVALS TO SCHOOL

If students arrive late to school, parents must fill in the Late Book at the school office and then accompany their child to the classroom.

EARLY COLLECTION

If collecting your child early from school, please sign them out at the office, then take Leave Form to the teacher.

VISITOR’S BADGE

All visitors to the school, including parents, are asked to wear an Identification Badge. Visitors must check into the office and sign for an ID badge. This does not apply to drop off and pick up times.

WORKING WITH CHILDREN CHECK

All volunteers working in the school must have a Working with Children Check. Forms are available from the Post Office. Please present this card when signing in at the school office.

EMERGENCY PROCEDURES

FIRE DRILL AND DISASTER PLAN ROUTINES are practised throughout the school year. Students line up in safety lines.
SCHOOL ORGANIZATION

Daily Timetable

Classes commence for the day at 9.00am. Please ensure your child arrives prior to this time. The first bell is at 8.50am when teachers will welcome the students into the classroom.

School daily timetable:

Teaching session 9.00 am - 11.00 am
1st Break 11.00 am - 11.45 am
Teaching session 11.45 am - 1.45 pm
2nd Break 1.45 pm - 2.30 pm
Teaching session 2.30 pm - 3.30 pm

Students are encouraged to eat fruit or vegetables during the ‘Fruit Break’ at 10.00 am and to bring a bottle of water to school.

Class Structure

Prep: 3 classes
Year One: 3 classes
Year Two: 3 classes
Year Three: 3 classes
Year Four: 3 classes
Year Five: 3 classes
Year Six: 3 classes

Absence From School

If the teacher has not been notified and your child is to be absent from school, you are asked to contact the school on the morning of the absence. If notification has not been received, the school will make contact with a parent/guardian. Notification can be either by phone where you can leave a recorded message or send an email or e-form via the Skoolbag App. A written explanation signed by the student's parent/guardian is required the day the student returns to school. Absence Forms are available from the office. These are also available on the parent Online page.

Parents are requested not to send children to school if they are unwell. Parents will be contacted by telephone if a student needs to be sent home.
Student / Parent / Teacher Meetings

Written Reports are issued twice a year and meetings are held at the commencement of the year and at the completion of Semester One. At these meetings there is a three way conversation between the student, parent and teacher about student learning and goals are set for future learning. Parents are welcome to contact the teacher to request an appointment to discuss progress at other times.

Parents with a query or a concern are encouraged to contact the class teacher to discuss such matters. It is important to request an appointment time and to state the reason for the meeting. Parents may also request a meeting with the Principal or Deputy Principal. Student Wellbeing matters should be referred to the Deputy Principal.

Communication to Parents

Communication from the school to parents is generally via a free app called “Skoolbag”. Parents can download this app onto any smart phone or device. Email is also used as a communication channel to parents.

Communication to School

Parents can contact teachers by phone or email. Please refer to the Communication Policy on our website.

Newsletter

A fortnightly school newsletter called THE CANDELA is published every second Thursday. The Candela is sent via the Skoolbag App or emailed on request.

Tuck Shop

The tuck shop operates daily where your child may purchase a healthy lunch and snacks.
STUDENT SAFETY

Traffic Management

When driving through the Parish/School property, you are asked to adhere to speed restrictions.

Parking

Parking is available in the William Street car park (please enter via William Street) or in the front car park adjacent to the Administration Building.

Drive Though Drop/Off Facilities

There are two facilities where you can Drop Off and Pick Up your child. The first facility is situated in the William Street car park and the other is along the driveway adjacent to the oval. Please be careful when opening doors onto the path as pedestrians are using the path. When using the Drop Off / Pick Up facility along the driveway, you are required to exit the property via Grimshaw Street. Both facilities are accessed from William Street. When using these facilities, all drivers are requested to show care and initiative and to move to the far end of the Drop Off Zone (where possible) to enable more cars to access these areas by following the lead car. The Drop Off / Pick Up facilities are not to be used as parking areas. The driver must remain in the car when using these facilities.

Crossing Grimshaw Street

The City of Banyule has employed several Crossing Supervisors to accompany the students crossing at the traffic lights at Grimshaw Street and at the intersection of Grimshaw Street and Greensborough Highway. Users of these crossings are expected to follow the appropriate road rules and adhere to the directions of the Crossing Supervisors at all times. There is also an overpass bridge over Grimshaw Street that provides a safe passage into the school property.

Playground Supervision

Supervision of students by staff before school officially commences at 8.40 am and after school, concludes at 3.45 pm. Students are supervised by teachers during recess and lunchtime breaks. There is also a staff member on First Aid duty during breaks. On wet and extreme heat days the students remain inside under supervision.

Assembly Areas Before School

Prep – Year 1 students are to gather on Bonnie’s Playground and Years 3 – 6 students assemble on the Piazza. They will be supervised by a staff member.

After School

After school students are requested to stay within the school/parish boundaries until their parents/carers arrive. Students will be directed to wait at the school office if they have not been collected by 3.45 pm.
MEDICAL AND HEALTH ADMINISTRATION REQUIREMENTS

School Records

At the commencement of each school year, all parents are required to update Student Confidential Information. This provides the school with up-to-date details such as address, telephone numbers and emergency contacts. Please notify the school of any change of address or emergency telephone numbers throughout the year. St Mary’s adheres to the Privacy Laws and has developed a Policy to ensure requirements are met in regards to the collection of personal information.

Medication

Medication required to be taken during school hours must be accompanied by the official ‘Administration of Medication’ form. This form is available from the school office, school website and Skoolbag App.

Information required includes:

- The type of medication
- The reason for its administration
- The dosage and time to be taken

Medication taken at school will be recorded in the Medication Register.

Medical Items

Should a student require medical items such as an Epipen or Ventolin, the First Aid Form must be completed. It is preferred that medical items such as epipens/ventolin are stored in the First Aid room. However, if it is necessary for such items to be carried by the student, notification must be given on the First Aid form.

No Food Sharing Policy

At St Mary’s we have a No Food Sharing Policy where students are to eat the food packed for them or bought from the tuckshop and are not to share food with others. Special treats for birthdays are to be non-edible treats eg pencils or stickers. **No nuts or nut products** are to be brought to school.
SCHOOL ENTRY REQUIREMENTS FOR IMMUNISATION IN VICTORIA

An immunisation status certificate is required by law for a child’s enrolment into primary school. The certificate is a current history statement of a list of vaccines the child has received with the dates the vaccines were given.

The certificates can be presented in a variety of formats of documentation and may also have a varying range of schedules and vaccine names, however they must include: the child’s name, address, date of birth and name of vaccine with corresponding date of administration.

In addition to the above, certificates may also be issued by a doctor. The doctor must sight relevant documentation as evidence of immunisation in order to produce the certificate.

In the event the child is not immunised due to parental objection, the certificate will need to indicate this information from the immunisation provider.

Dental Service (Contact Number 1300360054)

The School Dental Service (SDS) located at Eltham Health & Community Centre offers dental care to students in our school. All students in Years Prep to 6 may use this service. The service is FREE if you hold a valid Department of Social Security Health Card. Non-cardholders pay a fee per child which includes a dental check-up and any general treatment. Payment cannot be claimed through private health insurance.

School Medical Team

A school medical officer visits the school each year. Prep students are assessed for any speech, hearing or visual impairment. Where a problem is identified, parents are contacted and the student is monitored in follow up visits. On the teacher’s recommendation, and with parental approval, other students may be checked for speech, hearing, visual or other medical impairment. In all cases, parents are contacted if there are any concerns regarding their child’s health.

Medical/Dental Appointments

If your child needs to leave school early for a medical or dental appointment, or for any other reason, please notify your child’s class teacher in writing. No student is allowed to go home alone during school hours. An early dismissal form must be obtained from the School Office before collecting your child from the classroom.
COMMUNITY GROUPS

Parish Pastoral Council

The Parish Council is the body that oversees and supports all groups within the Parish. The Council has representation from all other groups.

School Advisory Board

Our School Advisory Board offers informed advice to the Parish Priest and the Principal. The Board advises on matters such as policy development, community involvement, physical improvements and financial planning.

Finance Committee

The Finance Committee has representation from both the School and the Parish. This Committee oversees the finances across all groups directly associated with the Parish. The Parish and School accountant is also a member of this group.

Parents’ Association

The Parents’ Association works to raise funds for the school and to organise social activities. It is a vital group in developing and maintaining positive relationships within our school community. The Parents’ Association also administrates and runs the Uniform Shop and the Tuckshop.

Maintenance and Development Committee (MAD)

The MAD Committee is responsible for ensuring an adequate level of general maintenance of our school buildings and environs is undertaken. It organizes Working Bees that are held throughout the school year. Each family is asked to attend one Working Bee for the year. Besides providing for the maintenance of our school, Working Bees are a great way for families to get to know each other and enjoy a BBQ lunch together.

Parent Involvement

Parents are encouraged to become involved in the life of the School. We are always interested in hearing from parents who have any special expertise they would be willing to share within the school. If you have any ideas, interests or inspirations, we would appreciate your input. When assisting with any activity at school, you are required to hold a current Working With Children Card.
STANDARD COLLECTION NOTICE

1. St Mary’s Parish Primary School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.

2. Some of the information we collect is to satisfy St Mary Parish Primary School’s legal obligations, particularly to enable the School to discharge its duty of care.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.

5. St Mary’s Parish Primary School, from time to time, discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, the Catholic Education Office, the Catholic Education Commission, the Parish, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.

6. Personal information collected from pupils is regularly disclosed to their parents or guardians.

7. The School may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.
8. St Mary's Parish Primary School’s Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.

9. St Mary's Parish Primary School’s Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

10. As you may know, St Mary’s Parish Primary School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the pupils’ parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet.

12. If you provide the St Mary’s Parish Primary School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.