

St Mary's Primary School



Parent Handbook 2021

Vision Statement:

St Mary's community, with Jesus as our inspiration, aims to educate and nurture the development of the whole child.

Mission Statements:

As part of St. Mary's Parish, and inspired by our Catholic faith, we care for all people and creation. (Catholic Culture)

Work in close partnership with families, parish and the Donald Community to enhance faith, student learning and wellbeing. (Community Engagement)

Provide opportunities for each student to achieve their academic potential in an engaging, contemporary educational environment. (Learning and Teaching)

Ensure a child safe, respectful and inclusive environment that celebrates achievement, promotes dignity and resiliency. (Wellbeing)

Be educators, with a clear sense of purpose and direction, who collaboratively work to deliver quality outcomes for all students. (Leadership and Stewardship)

St. Mary's Primary School
134 Woods Street
Donald 3480

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From The Principal

Welcome to St Mary's School, Donald, for the 2021 school year.

The handbook has been prepared to inform parents and students of practices and policies, which will make the cooperation and communication between home and school clearer and easier.

Additions and amendments may occur throughout the year and we will endeavour to publicise these in the school Newsletter, School App and St. Mary's Webpage.

I hope this handbook is both helpful and informative. Please keep it for your information while your family is part of St Mary's School, Donald. A copy of the handbook will be placed on the School App and School Website.

I wish each student and family success throughout the 2021 year and look forward to celebrating these achievements.

Families are invited, encouraged and urged to contact the school if any issues regarding your child or queries regarding school matters arise. Please contact the Office for an appointment or telephone if needed and speak to the Principal.

I wish each student happiness, peace, friendship and academic success during their time at St Mary's School.

Anne Anderson
Principal

St. Mary's School History

St Mary's Primary School was opened on the 25th January 1885 with the attendance of over forty pupils. Miss Mary McGrath of Jeffcott was the first teacher. Rev T Scanlon was the Parish Priest.

On Sunday 14th September 1922 the convent and classrooms were blessed and opened by the right Rev Dr D Foley, Bishop of Ballarat. Four Sisters of the Order of Notre Dame de Missions resided in the Convent and taught in St Mary's Primary and Sacred Heart High School.

5th March 1929 marked the official opening of the present St Mary's Primary School by the Right Rev Dr D Foley. Rev J Coughlan was the Parish Priest at this time. The Classroom Block has in the centre of its northern face an ornamental façade in cement which rises in triangular shape and bears the letters A M D G (Ad Majorem Dei Gloriam - All for the Honour and Glory of God). A shield is fashioned in relief with Cootamundra Wattle and Shamrocks to represent Australia and Ireland. It bears the school motto - 'Fidelis Esto' (Be Thou Faithful) and the dates 1885 - 1928. Other lettering includes 'No 181 Registered Primary School' and 'Sub - Primary School'. A cross surmounts the whole façade. The school property is set on a corner block at the intersection of Woods and Byrne St, Donald.

The Sisters of Mercy from Ballarat East were welcomed to Donald in 1962 and replaced the Sisters of Notre Dame de Missions. From 1962 to 1975 St Mary's was a Primary and Secondary School with classes from Prep to Year 10.

In 1976 a multi-campus secondary school embracing Charlton, St Arnaud and Donald was founded and named McAuley College. McAuley College closed in 2003.

St Mary's became once again a Primary School and had Sisters of Mercy as Principal until 1992. The first lay Principal, Mr Brian Hudson, began in 1993. He was followed by Mr Tony Capurso in 1998. Mr Les Butler began as Principal in 2004 until Mrs. Anne Anderson in 2011. Mr Daniel Gooch commenced the role of Principal in 2012 and Mrs Anne Anderson recommenced this role in 2015.

Since 2006 ongoing refurbishment has taken place with all buildings of the school being upgraded and painted including the replacement of the toilets.

The outdoor areas have been updated by the laying of turf and a watering system on the oval. At the end of 2014 St. Mary's had artificial turf laid over the asphalt area. Additional seating, planting of trees and shade cloth over several playing areas have also been installed. These additions allow for whole school activities and provide opportunities for students to complete activities outdoor in a sheltered and comfortable space.

St. Mary's has been enhanced further during 2010 with the construction of a Multi-Purpose Room and an outdoor learning area.

In 2019 the outside of all buildings was painted with new blinds being installed at the front of the school in 2020. Together with the replaced fencing it has greatly enhanced the appearance of the school.

The front of the school has been beautified with the planting of trees and during 2020 further trees have been planted on the outside of the oval fence.

On January 1st 2021 all Ballarat Diocesan Schools came under the Diocese of Ballarat Catholic Education Board (DOBCCEL). St. Mary's Primary School was signed over by Fr. Eugene McKinnon the Canonical Administrator in November 2020.

The Parish Priest provide pastoral care and liturgies to St. Mary's School. The Parish will continue to support the school and be invited to participate in all school activities.

St Mary's has at present an enrolment of 38 pupils; a dedicated staff of lay teachers and is a vital component of the Donald Parish Community.

1. STAFFING 2021

**Principal
Lead Teacher**

**Anne Anderson
Mary Hogan**

**Religious Education Coordinator
Child Safety Officer
Learning Diversity Leader**

Mary Hogan
Mary Hogan
Anne Anderson

Teaching Staff

**Junior Class P- Grade 2
Senior Class Grades 3-6**

Cathryn Harrington Cumming
Mary Hogan

Literacy and Numeracy

**Foundation & Grade 1
Grade 2 3 & 4
Grade 5 & 6**

Cathryn Harrington Cumming
Anne Anderson
Mary Hogan

Science and STEM

Junior Class: Sheree Carroll
Senior Class: Sheree Carroll

The Arts

Junior Class: Cathryn Harrington Cumming
Senior Class: Mary Hogan

Health and Physical Education

Junior Class: Cathryn Harrington Cumming
Senior Class: Mary Hogan

Library

Junior Class: Sheree Carroll
Senior Class: Sheree Carroll

Chinese

Grades 2 3 & 4 Class: Anne Anderson
Grades 5 & 6 Class: Mary Hogan

**Classroom Support:
Business Manager
Cleaner**

Corey Donnellon, Skye Abbott and Julian Smith
Maree Egan
Shelley Brauer

2. School Chaplain: Mr Corey Donnellon is the Chaplain. He is available each day to see students or families individually by appointment.

Corey spends recesses in the yard throughout the day to provide students with support and opportunities to informally discuss issues with him.

During Classes on Corey works in the rooms to support students during their learning. When required he also see students privately.

Families are requested to contact the Office for an appointment. Telephone 54971116

3. TERM DATES AND HOLIDAYS – STUDENTS

Term 1: Friday January 29th to Thursday April 1st

Term 2 Monday April 19th to Friday June 25th

Term 3 Monday July 12th to Friday September 17th

Term 4 Monday October 4th – Friday December 17th

4. MONDAY ASSEMBLY

Each Monday morning the whole school meet in the Multi-purpose Room for Prayer, acknowledge students' work, celebrate birthdays and to discuss the happenings of the week. **Families are warmly invited to attend.**

After Recess on Monday the National Anthem will be sang.

5. SCHOOL ORGANISATION

8.30am – 9.00am:	Breakfast Program
9.00 - 9.10am:	Whole School Mindful Activity
9.10 - 11.00 am.	Language Classes
11.00 - 11.30 am.	Recess
11.30 - 12.30 p.m.	Mathematics Classes
1.00 - 1.10 p.m.	Lunch
1.10 pm – 1.50 pm	Recess
2.00 - 3.25 p.m.	Afternoon Classes
3.25 pm	Dismissal – bus supervision and yard supervision

Yard Supervision is from 8.30 am to 3.40 pm.

6. LITURGIES

Throughout the school year there are special occasions when we celebrate Mass or Whole School Liturgies. Parents are invited to celebrate these occasions with us. Details will be placed on the Newsletter and School App.

FAMILIES ARE WARMLY INVITED TO ATTEND ALL ASSEMBLIES and LITURGIES

7. Breakfast Program:

Each morning breakfast is available for students from 8.30am. The program is overseen by Corey Donnellon. Students may share in cereal, fruit, toast and spreads. During the winter warm milo is available.

8. Whole School Mindful Activities

Each morning and after Lunch recess the students and staff commence the session with mindful activities to prepare all for learning. These physical activities and quiet time aim to provide a calm time which prepares students for concentrated learning.

9. Religious Education

Students participate in 2.5 hours of Religious Education each week. The Religious Education Leader is Mary Hogan. Teachers: Senior Class - Mary Hogan Junior Class - Cathryn Harrington Cumming.

10. Health and Physical Education

During 2021 a main focus will continue to be Health and Physical Education Curriculum areas. This focus will provide students with opportunities to increase their knowledge and understanding of their emotional and social needs and increase their physical skills and fitness.

The Health Lessons will cover the Diocesan Program 'Healthy Relationships', 'Peaceful Kids' and 'Bounceback'.

Students will have a daily 30 minutes of physical education at 12.30pm. This physical activity provides movement after the language and mathematics blocks.

Students are to wear their Sports Uniform on Wednesday and Friday.

11. Afternoon Sessions

In the afternoon from 12.30pm students work in two classes. The Junior Class is the students in Grades Prep, One & Two. The Senior Class is the students in Grades Three, Four, Five and Six

A copy of the timetable is displayed in each room. A copy will be provided to each family at the Parent Teacher Interview in Term One, Tuesday, February 19th.

12. Teacher Release: On Wednesdays from 11.30 for the remainder of the day Mrs Cathryn Harrington Cumming will have her release. Her classes will be taken by Mrs. Sheree Carroll.

On Thursday from 9.30 am for the remainder of the day Mrs Mary Hogan has her release. Her classes are taken by Mrs. Sheree Carroll.

Areas of Responsibility: Mary Hogan – Lead Teacher, Religious Education Leader and Mathematics Leader.

Cathryn Harrington Cumming – Language Leader
Anne Anderson – Learning Diversity Leader

13. SCHOOL ADVISORY COUNCIL

The school Advisory Council meet once each term or as required. The dates of the Meeting are noted on the Newsletter, Calendar and School App. Meetings are usually held during week two of the term on Wednesday at 7.00pm.

The Annual General Meeting is held in March. The date will be placed on the Newsletter and School App. Forms are available from the Office if interested in nominating for the Council.

February 2021: Advisory Council members Gavin Belleville, Chairman; Parent Representatives Heath Griffiths and Tennille Clapham; Catholic Education Representative Chris Robarts and Mrs Anne Anderson.

The role of the School Advisory Council is to represent the parent body and contribute to the development of providing a quality Catholic Education for all students.

Responsibilities include providing insights, assistance and feedback related to school programmes, building programmes, school maintenance and policy development.

The Principal will present policies and procedures being implemented by DOBCEL. .

14. BALLARAT CATHOLIC EDUCATION PERSONAL and SERVICES:

Diocesan Director: Mr. Tom Sexton

Northern Zone Consultant: Mr Chris Robarts

Visiting Consultants: Religious Education Consultant – Christine Bulger; Speech Therapist – Ashleigh Freckleton, Psychologist – Mrs Lesley Price Learning Diversity Leader Monique Ryan, Language Consultant Felicity Lane and Aboriginal and Torres Strait Islander Leader Jeanette Morris. Other members of the Catholic Education Office staff will visit as required.

The school has ongoing visits from the Speech Pathology and Psychology services. **These services are free to families and staff attend the school.**

Families may approach the school if they feel their child may benefit from these services.

Parents will be notified if staff feel these services would benefit a student and a meeting to discuss the needs held. Prior to a specialist's visit written permission must be given by the parents.

15. ENROLMENT

All enrolments at St. Mary's School, Donald are treated confidentially and will be given due consideration by the Principal. Those wishing to enrol a child are asked to make an appointment with the Principal. Telephone the Office 54971116

Once an application has been given consideration, the parents shall be notified by the Principal.

All applications shall be examined in light of the School's Enrolment Policy and Diocesan Guidelines for enrolment.

Presently we consider applicants who fulfil the following.

* Children who will be five years on or before April 30th of the year of their starting school

* Disabled children, physical, intellectual or both;

1. if facilities and resources are available.

2. upon consideration being given to the best interests of the child.

3. and providing that the Guidelines by the Melbourne Arch-Diocese are met.

St. Mary's School community are committed to meeting the learning needs of all students and endeavour to ensure that staff and facilities support special needs of all students.

* Non-Catholic Children are welcome to enrol with an awareness of the role of Religious Education in the school including that all students participate in daily Religious Education lessons and school liturgies and Masses.

Enrolment Procedure: Application forms are distributed in Term 3 for the following year or as needed throughout the year.

If enrolment is received and the child is considered ineligible for enrolment by the Principal, then this decision is to be reviewed by the Principal and Education Consultant and its decision advised to the Parents or Guardians of the child concerned.

16. TRANSFERS FROM OTHER SCHOOLS

In addition to the above, parents enrolling children who have attended other schools are to present a transfer note and report from the previous school.

17. TRANSFERS TO OTHER SCHOOLS

(Except children going to secondary school)

Parents intending to withdraw their child/children from the school are asked to notify the Principal at least a week before, so that transfers and reports can be completed.

18. TRANSFERS TO SECONDARY SCHOOLS

Parents are advised to make their decision re the choice of placement of their children as early as possible in the child's Grade 6 year.

Parents are responsible for the enrolment of their children.

State School applications are made through the Ministry of Education and students are provided with information from the Donald High School during Term Three. Forms are sent home through the school.

The school liaises with the other local schools to support students commencing their Secondary Schooling at these schools.

19. ABSENCES

Attendance rolls are marked twice each day. Roll information is placed on SIMON and is a permanent record of attendance, a legal requirement.

The school expectation is that parents notify the school **prior to 9.30am** if a student is absent that day.

The Office staff will contact families if absences are unexplained at that time. **Families may use the School App to record absences, ring the school from 8.30am (54971116) or email principal@smdonald.catholic.edu.au** A record regarding the reason for student absences are retained by the school.

Victorian Education Attendance Guidelines: Updated Attendance Guidelines 2018

- Schools must advise parents/guardians of unexplained absences on the same, as soon as practicable. Any child who is absent is expected to have a reasonable excuse. Parents are expected to write and inform the school.
- **In accordance with the Education and Training Reform Act 2006, schooling is compulsory for children and young people aged from 6-17 years.**

20. CAMP SPORTS AND EXCURSION FUND 2021

Families have been provided with a copy of this form (31st January 2021). The information explains families who are eligible. Families are encouraged to apply for this funding if eligible. The money received will be used to cover some of the cost of school excursions and attending sporting days.

A copy of this form will be placed on the School App and Website.

21. SCHOOL FEES

School Fees are an important part of our financing structure, and we budget for all families to contribute to assist in the running of the school. Where fees are not contributed, the services we provide for the children are reduced.

No child is refused an education at St. Mary's on financial grounds. If there is a difficulty in meeting the full school fee, please contact the Principal who will then arrange for payment of a fee which the family can afford. This contact will be handled with the strictest of confidence.

There is an expectation that all will contribute something towards their child's/children's education.

2021: The Family School Fee is \$980.00 with a Cleaning Levy of \$70.00.

Families who have a Health Care Card are eligible for a Fee reduction. The fee will be \$520.00 per family. FAMILIES ARE ENCOURAGED TO PRESENT THEIR CARD TO OBTAIN THIS REDUCTION.

The school is not disadvantaged by this reduction as the Catholic Education Office Ballarat reimburses the school.

22. SCHOOL REQUISITES

The school supplies materials, books, and other requisites for the children in the school at the commencement of the year. A fee is charged to cover the cost of these materials. Book fees are due early first term. **The Book Levy per student is \$200.00.**

23. CONVEYANCE ALLOWANCE

Any child between the ages of 4 years 6 months and 15 years, who travel 4.8 kms from their home to the bus stop, is entitled to an allowance from the Government. Application forms are available at the school. Money is paid directly to the school, who then sends a cheque to the families when received.

24. ARRIVAL AND DEPARTURE FROM SCHOOL

Teachers are on duty from 8.30 a.m.- 3.40 p.m. Children are to leave the school property once they have been dismissed from class.

Buses: For children living in outlying areas, buses are available to transport children to and from school. Bus students are supervised until the bus arrives and a record of travellers retained by the school.

Families, whose children are bus travellers, are reminded that students must be sent home on the bus if the school is not informed that they are not on the bus that day.

25. EXCURSIONS AND CAMPS

Permission forms and the cost of excursions will be sent home a minimum of two weeks beforehand. Money and forms are returned to the Office.

Where excursions are local and no cost is involved children will attend and the permission form completed by families at the start of the year will cover these activities.

The Middle and Senior Classes have a Camp every second year during Term Three or Four.

The Foundation, Grade One and Two Classes have an excursion each year.

On the alternate year the whole school has a day excursion.

2021: Grade 5 & 6 Students will have a 5 nights camp to Melbourne during Term Four.

Grade 3 & 4 Students will have a 2 nights camp to Warrnambool during Term Four.

Grade Prep, One and Two will have a day excursion during Term Four.

Cost and details will be provided at the start of Term Three.

NO STUDENT WILL BE EXCLUDED FROM AN EXCURSION, CAMP OR SCHOOL ACTIVITY OWING TO FINANCIAL DIFFICULTY.

26. SIGN IN & OUT BOOK/ VISITOR BOOK

Families collecting their child during the school day for either a short time or the remainder of the day are required to sign their child out. If the student is returning please sign them in on their return.

This is for safety purposes in case we need to evacuate the classrooms or the school premises for an emergency. This book is kept in the Foyer of the Office.

Students arriving at school later than 9.10am are required to be signed in the Late Arrivals Book.

All visitors to St. Mary's School are to report to the Office. All visitors to St Mary's are required to sign the Visitor's Book located in the School Office and wear a Visitor Lanyard.

All adults who are not school families or staff members will be supervised by the Principal or Lead Teacher while at the school. If working with students they will require a Working With Children and have a teacher present.

27. MEDICATION

Where children bring medication to be given at school, it should be accompanied with a letter of instruction from the parents. **ALL MEDICATION IS STORED IN THE OFFICE**

If your child suffers a complaint - heart trouble, convulsions, diabetes, asthma, etc. or is allergic to anything such as bee stings, please inform the school and outline specific treatment.

Asthma / Anaphylaxis: The parents of children suffering with Asthma need to complete a School Asthma Management Plan annually. Forms are available from the office.

28. Medical Forms and Contact Forms

Forms are required to be completed by families annually at the start of Term One. These forms provide Medical Information, Contact Details, Photo Permission and general information. They are stored in the Office. Families are expected to update contact details if they alter throughout the year. Medical Forms are taken with students when they leave the school.

29. MONEY SENT TO SCHOOL

Money sent to school is to be placed in the class box which is taken to the Office. Please ensure that name, grade and amount are on the envelope.

30. BOOK CLUB

Scholastic Australia conducts this Club. Each Term, order forms are given out to students from which children and families may order their books. The forms will have a date on them when orders are due.

Please enclose orders and money in a named envelope and they will be ordered by the Office.

Orders may also be completed on line. Details are provided to families early in the year and details placed on the App.

31. REPORTING TO PARENTS

As home, school and the environment are major factors in determining the educational outcomes of the child, our policy on reporting aims to provide collaboration between parents, teachers and students. Meetings are held following the Code of Conduct guidelines.

Parents are encouraged to meet with staff and see their children at work, whenever they wish, provided that it does not interfere with the Classroom program.

An appointment with teachers should be made via a phone call to the Office or a written note. Families are asked to note the nature of the meeting and its importance when speaking to the Office staff.

Formal parent/teacher discussions are offered twice per year. Appointments are held during Week Four Term One and the last week of Term Two. **Additional appointments are available as required by the family or teacher and at the end of the year.**

2021 Dates: Parent Teacher Meetings: Tuesday, February 19th and Tuesday June 22nd.

A proposed time will be sent home and families are requested to notify the Office if a change is needed. For the End of Semester One Parent Teacher Meeting a written report will be sent home on the previous Friday. **Report will be sent home on Friday, June 18th**

At the end of Term Four a written report are sent home on the last Friday of the school year, **Friday December 10th**. Families are invited to make an appointment if they would like a meeting with their child/ren's teacher.

Matters discussed at Parent Teacher Meeting include

- a) The child's social, academic, physical and spiritual development.
- b) The child's progress as an individual and in relation to their year level.

Staff and Parents are expected to adhere to the Code of Conduct. A copy of this document is at the end of this booklet and on the School App.

Seesaw App: Pieces of student's work including assessments and teacher feedback will be placed on the Seesaw App. A student's work can only be seen by this/her own family. Families are encouraged to provide feedback to their child.

Learning Journals: Pieces of student's work, assessments and teacher feedback regarding the learning goals are placed in the Journal throughout the year. Students will also provide personal comments regarding their learning. Other Student work will be placed on the Seesaw App throughout the year.

32. PARENTAL INVOLVEMENT / VOLUNTARY HELPERS

Acknowledging parents as the prime educators of their children' (Vatican II) and school is an extension of family life, the parents are invited, expected and encouraged to be involved in the community life of school.

Students learn best when motivation is high and the interest and encouragement of their parents in their education is a major motivator.

Families are invited to participate in the school by

- Talking to your child about their education and expressing your interest and the importance of learning.
- Showing interest and enthusiasm in special school activities, even if unable to attend the event.
- As a member of the School Advisory Council.
- Participating in Parents & Friends' Association and supporting fundraisers/ social events.
- Assisting at school events.
- Attend working bees and help with school maintenance.

Please note that Volunteers require a "Working with Children" check.

Families taking students on Meals on Wheels must have a Working with Children card. Students will also have a signed permission form to help with deliveries.

33. LUNCH MONEY

Lunches may be ordered by the children on **Fridays**. The options will be given to each family at the beginning of the year and a copy placed on the School App. Orders are sent to school on **WEDNESDAY**. Orders are to be placed in an envelope with the student's name and order written on the front of the envelope. The Office will collate the orders and send home change.

34. Catholic Missions

Children are encouraged to support the Catholic Missions. Money raised is used to support people in need throughout the world. Special activities, including fundraising, will occur throughout the year.

During Mission Month in October, and throughout the year, special activities are conducted to encourage mission awareness and to raise money for those in need.

35. INCLEMENT WEATHER PROCEDURE: HEAT, SEVERE WINDS, WET & COLD DAYS

Classes proceed as normal on wet days. Children spend the lunch break and recess in the Multi-Purpose Room. The students engage in quiet activities; eg. games, reading or time with friends. Students are dismissed at the normal time.

The same occurs for very cold days and also applies on extremely hot days. The Yard Duty teacher determines when students move to the Multi-purpose Room.

36. YARD SUPERVISION

Children in the playground are supervised by staff members during all recess times. Yard Duty supervision commences at 8.30am. **Students are expected to not to come to school until 8.30am.**

37. PERSONAL POSSESSIONS

It is expected that expensive or "treasured" possessions; toys, computer games, expensive watches, and so on, are not brought to school. The School cannot take responsibility for these and children become very upset if such items are damaged or misplaced.

Mobile telephones are not to be brought to school. If a student requires a telephone after school they are asked to give the mobile phone to their classroom teacher during school hours. This will ensure its safety and its non-use during school hours.

38. SPORTS

Children are expected to participate in all sporting activities conducted by the school, unless staff are notified by the parents. Sports uniform to be worn every **Wednesday and Friday.**

St. Mary's Students participate in Inter-school sports with Donald Primary School, St. Patrick's Primary School St. Arnaud, St. Arnaud Primary School and Birchip Primary School. Information regarding to these events and permission forms for out of Donald events are given to parents prior to these events.

Parents from all schools attending these events are required to follow the Parent Code of Conduct. A copy of this Code is included in the back of this booklet.

39. IMMUNISATION

The school is required by law to keep a record of immunisation for each student while the student attends school. We ask that each parent supply us with a Certificate of Immunisation when enrolling their child. A photocopy will suffice.

40. SUN PROTECTION:

Navy Hat: This hat is worn when outside during Terms 1 & 4 or hot weather in other terms.

The school will provide Sunscreen or students may provide their own. Teachers are to remind and supervise students to ensure they use sunscreen prior to recesses and outdoor activities.

Teachers are to ensure that students do not complete outdoor activities in the sun on Total Fire Ban days or very hot days.

Students are encouraged to bring a water bottle daily and to use them in class and during outdoor activities.

Teachers will ensure students have water breaks, as required, during activities and when going on an excursion or participating in an activity. Staff will ensure students have access to water during all activities.

41. SCHOOL MEDICALS

The School Medical Service – Nurse conducts examinations of children in Foundation class. Parents are informed about these examinations and sign a permission form.

Any other children in the school may be referred with specific permission of parents.

42. SCHOOL UNIFORM

It is expected that the children wear the school uniform each day.

Families experiencing difficulty in providing uniform requirements are asked to contact the Principal. Assistance will be confidentially provided.

BOYS

Summer Uniform

Blue Polo Shirt (embroidered with school crest)
Grey Shorts
Maroon Jumper (embroidered with school crest)
Brown Sandals or Black Shoes
Grey Socks
Navy Hat

Winter Uniform

Long Grey Pants
Blue Polo Shirt (embroidered with school crest)
Grey Socks
Black Leather Shoes
Maroon Jumper (embroidered with school crest)

GIRLS

Summer Uniform

Blue Uniform Check Dress or
Navy Shorts/ Blue Polo Shirts(embroidered with school crest)
Maroon Jumper (embroidered with school crest)
Brown Sandals or Black Shoes
White Socks
Navy Hat

Winter Uniform

Navy Slacks
Blue Polo (embroidered with school crest)
Grey Socks or Grey Tights
Black Shoes
Maroon Jumper (embroidered with school crest)

The Grade Six students are provided with a Grade Six jumper at the start of the year. Parents may also purchase a Grade Six polo shirt.

Families are asked to name all uniforms.

Uniforms are available from Mensland and Clothes Bin

Sandals may be worn in the summer.

Second Hand uniforms are available - contact the Office

Lost property is stored in the Multi-purpose Room and families are encouraged to contact the Office if items of clothing are left at school.

Navy Hats can be purchased from Mensland.

CARE OF CHILDREN

43. SIMON

St. Mary's record student information, details of incidents, parent contact and teacher and student issues on SIMON. This provides an ongoing record of these matters. This is the storage system being used by the Catholic Education Office and will be kept until the student is 25 years of age. St. Mary's commenced this system in 2018. Prior to this date information was archived and written documents stored in accordance to legal requirements.

44. CHILD SAFETY

St. Mary's School is a child safe school. Families and staff are required to sign a Code of Conduct. A copy of the Child Safe policy is available at the school office and is on the School App and School Website. A copy of the 'Code of Conduct' is in the Appendix of this booklet.

45. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Each student at St. Mary's School has either an i-pad or Chomebook. They are able to access the internet, email and complete research.

Students and their families sign an ICT Agreement committing to the agreed code of behaviour when using technology. Class teachers will discuss the ICT policy annually.

46. PEDICULOSIS (HEAD LICE)

Parents are notified by the School if informed by a family or noticed by staff of a head lice infestation. Families are requested to check their child /children and if required treat the head lice infestation before the student/s return to school.

Families are requested to inform the school if their child has head lice. This allows all families to be promptly notified to minimise the infestation.

Notifications will be placed on the Newsletter, School App or a note sent home.

47. FIRST AID

All staff members are responsible for minor First Aid, Accidents are recorded in Accident Book - bumps, breaks bad bruises, cuts etc.

Parents are notified if children are to be sent home, due to accidents or ill health.

Parents will be notified if a student has a head injury or requires a doctor.

In case of emergency either the Doctor on file or the Donald Hospital will be notified.

The school is covered by Ambulance Insurance.

Each classroom has hand sanitiser for student's use when cleaning their hands.

All accidents or injuries are to be documented and staff to complete documentation prior to leaving work for the day if possible. A copy of documentation is to be provided for the family of the student.

All staff have completed First Aid.

48. COMMUNICATION NOTES

Parents are requested to provide notes with information regarding absence, uniform, leaving school grounds, alteration to travel arrangements and medication. Notes may also be sent by using the School App, emailed or written. Email: principal@smdonald.catholic.edu.au

49. PARENTS AND FRIENDS

St. Mary's Parish Schools Parents & Friends' Association meet each term, usually on the Wednesday of the Week Two at 7.30pm. The date and meeting details are noted on the Newsletter and School App. All families are invited and encouraged to attend these meetings.

The Annual General Meeting will be held prior to the Term Two meeting.

The P&F are the main fundraising body of the school. All families are encouraged to support fundraisers.

The P&F aims to provide opportunities for parents to meet in a social atmosphere and be informed about the day to day happenings at the school. Parents are provided with an opportunity to raise items for the Principal's consideration or to seek clarification regarding school issues.

February 2021: Office Bearers: President Kate Bicket, Committee Jessica Krause, Candice Jay, Tennille Clapham, Tahliah Clapham and Larissa Stirling.

50. NEWSLETTER

A fortnightly Newsletter containing news from the school, parent groups, and the community is emailed to each family and placed on the School App and Website, on **Thursday**. Any items for inclusion should be sent to the Office by Wednesday afternoon.

Families may receive Newsletters in a paper copy by request.

51. SCHOOL APP

The school has a phone App, which is used to send out information to parents. **All parents are requested to install the St Mary's School App on their phones. Any family requiring assistance to upload the School App are invited to come to the Office for support.** The App can be installed from the following:

- **Iphone users:** search for 'St Mary's School Donald' in the App store. Once downloaded, ensure you select 'OK' to allow push notifications.
- **Android Users:** search for 'St Mary's School Donald' in the Google Play store. Once installed, click on 'more' then 'setup' and select which categories you would like to receive push notification for.

52. SCHOOL WEBSITE, CALENDAR AND EMAIL

The school Website is www.smdonald.catholic.edu.au.

The School Calendar can be accessed via the School's Website or School App.

Email Address: principal@smdonald.catholic.edu.au

53. INFORMATION IN CASE THERE IS AN EMERGENCY

The information obtained at the time of enrolment is kept in the office and is updated annually. **Parents are requested to notify school of any change to information - particularly in case of emergency phone numbers.**

54. HOMEWORK

Students are expected to read each school night and once over the weekend. **Parents are asked to hear their child read and sign their reading diary.**

This is the most important homework for all year levels.

The Prep/ Grade One Class: Reading and practice their magic words.

Grade Two Class: Reading and Spelling

Grade Three and Four Class: Reading, Spelling and Number Fact Sheet.

Grade Five and Six Class: Reading, Spelling and Set Task. **Due Friday**

The Homework Policy reviewed and updated in February 2021 by the School Advisory Council states that incomplete written homework will be completed by the students on Friday during recess. Families are expected to inform their child's teacher if a student is unable to complete their homework by a note in the Reader Diary or by contacting the Office.

55: ART

Students participate in the Arts each week. Students require an Art Smock to protect their school uniform.

56. LIBRARY

Each week the students have a library lesson on **Thursday**. Students are encouraged to borrow regularly to provide opportunities to read for pleasure. Students need a Library Bag to place their library books in.

Students in Prep, Grade 1 & 2 – Library is on Wednesday

Students in Grades 3, 4, 5 & 6 – Library is on Thursday



57. POLICIES AND PROCEDURES

Policies will be placed on the School App and School Website. New policies as ratified will be added. A printed copy of documents will be available to view in the Office.

The Dioceses of Ballarat Catholic Education Limited (DOBCEL) Policies will be placed on the App and Website as implemented throughout 2021.

59. SCHOOL NORMS

The students are reminded of the school norms during the first weeks of Term One and throughout the year. All students are expected to adhere to these expectations.

At St Mary's School We are called to follow Jesus by:

Being a responsible learner

Being fair

Being respectful

Accepting everyone's differences

Being forgiving

59. BEHAVIOUR

All students, Staff and Families are expected to adhere to the Behaviour Policies and Procedures ratified by the School Advisory Council. The focus of all policies are to reinforce positive behaviours and provide opportunities to reflect on individual actions and how they may be altered to behave in a manner which respects themselves and others.



DOBCEL Child Safeguarding Children and Young People Code of Conduct

Review : September 2021

Ratified.

Next Review: 2022

Purpose

Diocese of Ballarat Catholic Education Limited (DOBCEL) Board is committed to:

- zero tolerance of child abuse;
- listening to and empowering children and young people; and
- keeping children and young people safe.

The DOBCEL Board maintains governance oversight of DOBCEL Schools. DOBCEL maintains a management arm to ensure that DOBCEL Schools are safe for children and young people. So that DOBCEL Schools are places where children and young people can flourish.

The DOBCEL Board has particular responsibilities for safeguarding of children and young people as required by the Ministerial Order No. 870: [*Child Safe Standards – Managing the risk of child abuse in schools*](#) (MO 870).

This places accountability for managing the risk of child abuse with the DOBCEL Board. Consistent with MO 870, the DOBCEL Board, requires schools governed by DOBCEL to have appropriate arrangements to regulate the conduct and decisions of school staff for the benefit of its students.

These arrangements include implementing and complying with the DOBCEL Child Safe Policies and having clear and comprehensive procedures and reporting mechanisms. The objective is for the DOBCEL Board and the wider school community to be confident in the school's capacity to make and implement appropriate decisions, with child safety front of mind.

As partners with parents/carers, in Catholic education and open to God's presence, DOBCEL Schools pursue fullness of life for all students and the school communities. The schools ensure the care, wellbeing, and protection of its students in keeping with the Catholic tradition, which celebrates the sanctity and unique dignity of each person.

This Code of Conduct has a specific focus on safeguarding children and young people against sexual, physical, psychological, and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, external providers and contractors, clergy and school advisory council members of the School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Acceptable Behaviours

All staff, volunteers, external providers, contractors, visitors, clergy, and school council members are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation, and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation, and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation, and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership (*or child safety officer if the school has appointed someone to this role*)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- reporting any child safety concerns to the school's leadership (*or child safety officer if the school has appointed someone to this role*)
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- reporting to the Victorian Institute of Teaching (VIT) any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher

Unacceptable Behaviours

All staff, volunteers, external providers and contractors, clergy and school council members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (*for example, personal social activities*)
- use inappropriate language in the presence of children
- express personal views on cultures, race, or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity, or disability
- have contact with a child or their family outside of school without the school's leadership or child safety officer's (if the school has appointed someone to this role) knowledge and/or consent or the school governing authority's approval (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching), or without a valid context. Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child (including by social media, email, instant messaging etc) or their family (unless necessary e.g. by providing families with e-newsletters or assisting students with their schoolwork) without a valid context (e.g. a familial relationship exists)
- without a valid context use any personal communication channels/device such as a personal email account
- without a valid context exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parents/carers
- work with children whilst under the influence of alcohol or illegal drugs
- consume illegal drugs at school or at school events in the presence of children
- consume alcohol at school or at school events in the presence of children, other than where the Executive Director has given explicit approval to drink moderately (example Yr 12 Graduation).

Statement of Commitment

I, as a Parent at St. Mary's School under DOBCEL, acknowledge and declare that I will abide by the DOBCEL Safeguarding Children and Young People: Code of Conduct which I have read and understood.

Name: (printed)

Signature:

Date:

Sighted by:

Principal

Name: (printed)

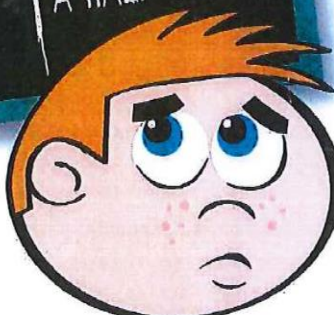
Signature:

Date:

EVERY MINUTE COUNTS


Just a little bit late doesn't seem much but....

He/She is only missing just....	That equals....	Which is....	over 13 years of schooling, that's....
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly HALF A YEAR
20 minutes per day	1 hour 40 minutes per week	Nearly 2.5 weeks per year	Nearly 1 YEAR
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 AND A HALF YEARS
1 hour per day	1 day per week	8 weeks per year	Nearly 2 AND A HALF YEARS



Did you know your child's best learning time is the start of the school day?

That's when every minute counts the most!



In primary school, some students **miss** on average **3 weeks** of school **per year**. That's **half a year** of school by the end of **year 6**.



EVERY DAY COUNTS

Primary school attendance

Going to school every day is the single most important part of your child's education. Students learn new things at school every day – missing school puts them behind.

Why it's important

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes.

Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

Getting in early

Attendance patterns are established early – a child regularly missing days in kindergarten or in the early years of school will often continue to miss classes in the later years, and receive lower test scores than their classmates. It's vital that students go to school every day – even in the early years of primary school.

What we can do

The main reasons for absence are:

Sickness – There are always times when students need to miss school, such as when they're ill. It's vital that they're only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.

It's vital that holidays are planned during school holidays where possible, and not during the term if it can be avoided.

"Day off" – Think twice before letting your child have a "day off" as they could fall behind their classmates – every day counts.

Truancy – This is when students choose not to go to school without their parent's permission. There can be many reasons for truancy. The best way to address this is for schools and parents to work together.

If for any reason your child must miss school, there are things you can do with your school to ensure they don't fall behind:

- Speak with your classroom teacher and find out what work your child needs to do to keep up.

- Develop an absence learning plan with your teacher and ensure your child completes the plan.

Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible.

Openly communicating with your child's school about all absences is a good way to prevent attendance issues being escalated to a School Attendance Officer. A School Attendance Officer is a Department of Education and Early Childhood Development Regional Director who has authority to follow up attendance issues. Attendance issues that are escalated can lead to an Infringement Notice.

If you're having attendance issues with your child, please let your classroom teacher know so we can work together to get your child to school every day.

For more information and resources to help address attendance issues, visit:

www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx



IF,

**STARTING IN
KINDERGARTEN ...**

**Student A
reads at home**



20
min/day

**Student B
reads at home**



5
min/day

**Student C
reads at home**



1
min/day

they will hear

1,800,000

282,000

8,000

words per year.

They will have read for

851

212

42

hours by 6th grade.

**And on standardized tests,
they will likely score better than**

90%

50%

10%

of their peers.

SO,

**to raise better readers,
SIMPLY READ.**



Australian Government
Department of Health

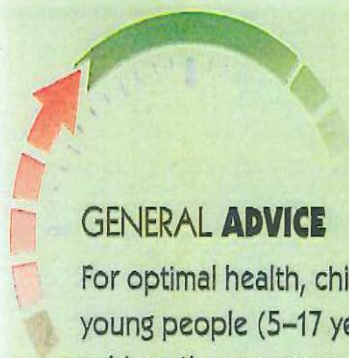
GUIDELINES FOR **HEALTHY GROWTH** & DEVELOPMENT FOR **CHILDREN & YOUNG PEOPLE** (5 TO 17 YEARS)



A GUIDE FOR PARENTS & EDUCATORS

Australian 24-Hour Movement Guidelines for
Children and Young People (5 to 17 years):

An Integration of Physical Activity, Sedentary Behaviour, and Sleep



GENERAL **ADVICE**

For optimal health, children and young people (5–17 years) should achieve the recommended balance of high levels of physical activity, low levels of sedentary behaviour and sufficient sleep each day.



Children and young people should participate in a range of physical activities such as active play and recreation, sports, hobbies, chores and jobs while maintaining good quality sleep and limiting screen time and prolonged sitting. Whether at home or school, indoors or outdoors, on the field or in the water, moderate to vigorous physical activity can provide health benefits.



PHYSICAL ACTIVITY



Children and young people should aim for at least 60 minutes of moderate to vigorous physical activity per day involving mainly aerobic activities that makes their heart beat faster—more is better. The 60 minutes can be made up of shorter bursts of activity throughout the day that add up to 60 minutes or longer.

Activities that are vigorous, as well as those that strengthen muscle and bone, should be incorporated (in the recommended 60 minutes of daily physical activity) at least three days per week. In addition, several hours of a variety of light physical activities should be undertaken each day.

TIPS

- Basketball, soccer, netball, lap swimming, skipping or running are all great ways to add more **vigorous** activity to a day. They don't have to be organised, paid activities—they can be as simple as grabbing a ball or a friend and running around at the park. Anything that makes kids 'huff and puff' counts!
- Add to the daily total with **moderate-intensity** activities such as bike riding, scootering or skateboarding. Swap a drive to the local shops or library with a bike or scooter ride.
- Examples of **light activities** include leisurely walking or playing handball. Walking your dog or to school is a great way to increase light activity. Some activity is better than none.
- Great options to **strengthen muscles and bones** include skipping, running, yoga, jumping, push-ups, sit-ups, lifting weights, lunges, squats, climbing trees or swinging on monkey bars.
- Try to **switch sitting for being active**. Encourage kids to get off the bus a stop earlier, or to meet friends for a game in the park rather than spend their leisure time sedentary on a screen. These small changes will deliver health benefits, but remember to maintain sufficient sleep.
- **Teachers:** you can also help students to add vigorous activity by integrating short but intensive aerobic activities into Physical Education lessons and inside the classroom such as tuck jumps or fun simple dance routines.

SEDENTARY BEHAVIOUR



Long periods of sitting can counteract the benefits of being physically active so should be broken up as often as possible.

Sedentary *recreational* screen time should be limited to 2 hours per day. This does *not* include screen-based activities for educational uses. Encourage positive social interactions and establish boundaries by discussing time limits and age appropriate content with children and young people.

TIPS

- **Parents:** be your child's role model and keep your own screen time to a minimum and be active too.
- **Parents:** leave the car at home and ride or walk together to your local activities. Be **active together** on the weekends by taking a nature walk or learning a new activity such as rock climbing.
- **Teachers:** add in physical activity such as star jumps to break up long periods of sitting in school.



SLEEP

Sleep is essential for optimal health.

Children (5–13 years) should have 9 to 11 hours of uninterrupted sleep per night and young people (14–17 years) should have 8 to 10 hours uninterrupted sleep per night.

To establish and maintain healthy sleep patterns, children and young people should have a consistent bedtime routine, avoid screen time before sleep, and keep screens out of the bedroom.

TIPS

- To keep a **consistent routine** try not to vary bedtime and wake-up times by more than 30 minutes.
- **Avoid screens** one hour before going to bed.
- Make bedrooms a **screen free zone**.

SPECTATORS' CODE OF CONDUCT

This code of conduct has been developed to assist everyone, players, umpires, coaches and spectators to obtain the maximum benefit and enjoyment from their involvement. As a result, the quality of participation will be improved so people are more likely to enjoy their involvement.

1. Remember the students are playing sport for enjoyment.

You should be watching for your own enjoyment and to show support for those playing. Help the players to enjoy their game. Applaud good performances from each team. Congratulate all players regardless of the outcome.

2. Accept decisions of all referees as being fair and called to the best of their ability.

Referees and officials have a difficult task to perform and ALL are volunteers. You would not have a game to enjoy without them. They are there to enforce the rules of play but they cannot always be right. Abuse of referees is unacceptable behaviour. Spectators who consistently dispute decisions are bad sports. If you disagree with a decision, accept it graciously – you cannot change it.

3. Always be positive in your support for players.

Never ridicule or shout at a player, particularly a young player for making a mistake during competition. Positive support for players will offer encouragement to them and most likely spur them to better things.

4. Respect your team's opponents, officials and spectators.

Without your team's opponents, there would be no game. Their supporters are there to enjoy the game as much as you are.

6. Encourage players to obey the rules and to accept decisions of officials.

Often players can get carried away when spectators become enthusiastic or heated over an issue. Always encourage players to obey the rules and do not dispute referees' decisions.

7. Demonstrate appropriate social behaviour by not using foul language or harassing players, coaches or officials.

Anti-social behaviour such as foul or abusive language has no place in sport.

8. Respect the rights, dignity and worth of every person.

Avoid remarks that could be construed as offensive or discriminatory. Sometimes even a joke may give offence. Using discretion is imperative and it is better to err on the side of caution.

9. Always respect the use of facilities and equipment provided.

Facilities and equipment cost money, ensure that you do not abuse anything provided for use. Do not encourage players to engage in dangerous practices. Not only can equipment be damaged but also serious injury can occur.

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