

**St Mary's Catholic
Primary School
Bundaberg**

Parent Handbook

2021 Edition



ST MARY'S
Catholic Primary School
Bundaberg

Page	Contents
	1.0 Introduction
1	1.2 Welcome from the Principal
4	2.0 Enrolment Information
5	3.0 School Uniform
8	4.0 Religious Education
10	5.0 Curriculum
13	6.0 Assessment and Reporting
14	7.0 Parent School Partnerships
15	8.0 Fees & Levies
16	9.0 Behaviour Management
17	10.0 Daily Routines and Administrative Matters
22	11.0 Prep
23	12.0 Outside School Hours Care
24	13.0 Privacy Statement

1.0 INTRODUCTION

1.1 Contact Details

School Address: St Mary's Catholic Primary School
Frank Gilbert Drive (Off McCarthy Street)
Bundaberg Q 4670

Phone Number: (07) 4152 2167

Email: smbg@rok.catholic.edu.au

Website: <http://www.stmarysbundaberg.qld.edu.au/>

Facebook: <https://www.facebook.com/St-Marys-Catholic-Primary-School-181509128555925/>

Office Hours 8am to 4pm.

Principal Mr Bill Goodwin

Assistant Principals Mr David Boge APRE
Miss Nadene Pettett APC

School Chaplain Fr Peter Tonti
Holy Rosary Parish Office
Woongarra St
Bundaberg Q 4670
(07) 4151 6666

1.2 Welcome from the Principal

Dear Parents/Guardians,

The fundamental commitment of St Mary's is to the growth and development of the whole child, embedded in the teachings of Jesus Christ. St Mary's aims to provide each child a solid educational foundation for their future. We also aim to extend children's educational experiences through a variety of cultural, sporting and academic pursuits.



Together we can work to provide our children an education that will nurture their growth and open their eyes to their potential and the possibilities this can provide. Each child is unique and special and we want them to know this, to explore this and to use their giftedness to better themselves and their community.

Our school fosters faith in God, respect and care for each other and a genuine love for the world in which we live. St. Mary's Catholic Primary School is inclusive in nature and accepts students and families from Catholic families as well as families of other faith traditions. All members in our community are expected to support and respect the school's ethos.

Within these pages you will find an outline of the school's policies, procedures and regulations, giving you a small insight into our community.

I look forward to working with you and your family during the time you spend with us at St Mary's Catholic Primary School.

Bill

1.3 History

St. Mary's Catholic Primary School situated on Frank Gilbert Drive, South Bundaberg, represents the latest stage of development which had its origins in 1952. In that year St. Mary's was established on Barolin Street to serve the newly proclaimed parish of the Immaculate Heart of Mary. The Sisters of Mercy began this school on the 27th January 1952.

In 1959 Holy Spirit School was established on Elliott Heads Road. The Presentation Sisters began this school.

Both schools operated as separate schools serving the needs of the parish until 1982. In that year they amalgamated under one Principal, but remained on separate sites. Holy Spirit became known as St. Mary's Junior School and St. Mary's became known as St. Mary's Senior School.


In 1994 both sites closed and the school re-located to new premises on the present site on Frank Gilbert Drive.


The school is situated on 22 acres in well tended grounds nestled in a modern estate and close to farm land.


It continues to offer an extensive and comprehensive education based on the Gospel values and the charisms of Nano Nagle & Catherine McAuley.

1.4 Mission Statement

Guided by the gospel values of Jesus, St Mary's Catholic Primary School aspires to:

-  Provide a balanced education that will shape and enrich our children.

-  Nurture a caring family environment

-  Strengthen the relationship between home, school and parish.

..so that our students, inspired by knowledge and love become/be responsible stewards of God's creation.

1.5 Badge and Motto

Badge: Cross imbedded in embracing hearts representing Mary and child.

Motto: Knowledge and Love



1.6 School Charism

This school's charism is strongly influenced by

- * Catherine McAuley, founder of the Sisters of Mercy
- * Nano Nagle, founder of the Presentation Sisters

These people lived lives guided by the gospel values. They were driven by their belief that Catholic education provided children opportunities that would improve their lives and the lives of others.

1.7 St Mary's Way

Our Mission Statement overarches all we do. St Mary's Way, however aspires to simplify this statement and give members of our community and those who want to be a part of it, an idea of how we live this statement. It also draws on our school motto and charisms of Nagle and McAuley.

ST MARY'S WAY CHILD STATEMENT

- * We pray
 - * We are calm
 - * We meditate
 - * We tell the truth
- * We talk and listen to each other with respect

ST MARY'S WAY ADULT STATEMENT

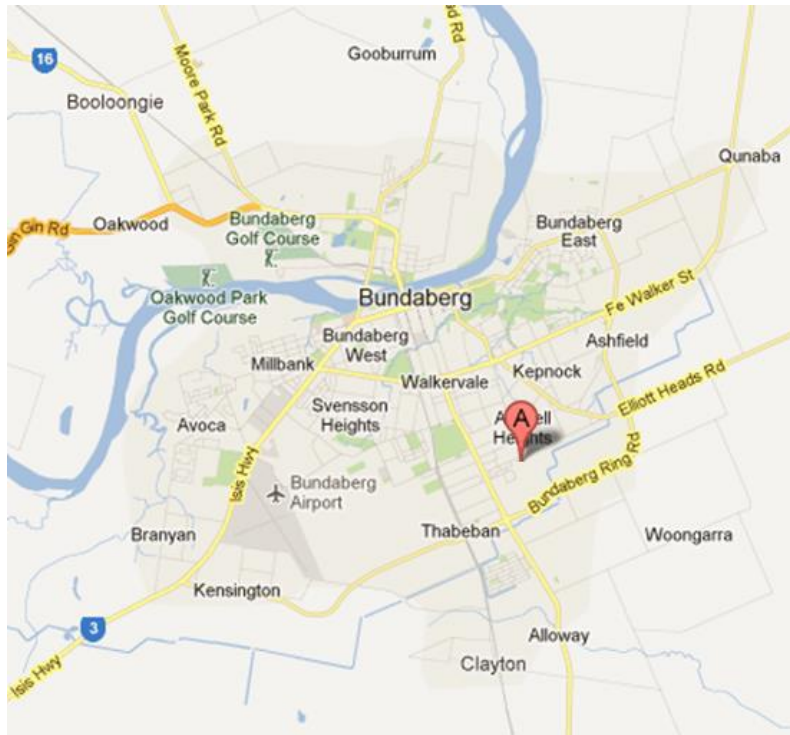
- * We praise God together in liturgy, prayer and the celebration of the Eucharist
- * We nurture calmness in our words and actions for learning in the classroom, for peace within ourselves and safety in the school
- * We practice meditation every day in our classrooms
- * We confront untruthfulness and value honesty
- * We use a restorative approach to resolving conflict and to improve our relationships
- * We all contribute to building harmony through regular classroom discussions.
- * Nano Nagle challenges us to live our beliefs "Not Words but Deeds"
- * Catherine MacAuley challenges us to honour God's mercy in how we live our own lives

"May the various differences among us enable us to meet our God in a new place, to understand God's Mercy with new insight, to be agents of God's hospitality among those who need it most with new convictions"

We are a community inspired to be different – to live the St Mary's Way.

1.8 School Location

St Mary's School is located on Frank Gilbert Drive off McCarthy Street, in South Bundaberg. There is bus transport available for the coastal and local areas, including to and from Shalom College our Catholic secondary feeder school. Bicycle racks are provided for students who wish to ride to school.



2.0 ENROLMENT INFORMATION

2.1 Enrolments

Pupils may be enrolled in Prep if they have turned five years of age by the last day of June of their Prep year.

Pupils may be enrolled in Year 1 only if they turn six years of age, by the last day of June of their first compulsory year of schooling.

2.2 Enrolment Fee

A fee of \$40 per family is required as part of the enrolment application.

2.3 Application for Enrolment Form

Official enrolment application forms are available from the school website <http://www.stmarysbundaberg.qld.edu.au/enrolment/how-to-enrol/>. These need to be completed and submitted online before an enrolment interview can take place.

2.4 Enrolment Procedure

All families wishing to enrol their child or children are to make an appointment with the principal or her delegate. The enrolling child or children are to be present during this interview. Please contact the school office to make an appointment.

Parents are also encouraged to make an appointment with the school Principal if they are making an inquiry and wishing to arrange a school tour.

PREP UNIFORM

Boys:

- Blue Prep shirt
- Navy blue stubbies
- Black joggers
- Navy blue socks worn over the ankles
- Broad brimmed school hat

Girls:

- Blue Prep shirt
- Navy skorts
- Black joggers
- Navy blue socks worn over the ankles
- Broad brimmed school hat

Prep wear this uniform 5 days per week



DAY UNIFORM YEARS 1 - 6

Boys

- Checked shirt to be worn out over the shorts
- Navy blue knee length elasticised shorts (not cargo style)
- Black joggers
- Navy blue socks worn over the ankles
- Broad brimmed school hat

Girls

- Checked dress (to be worn knee length) *Or*
- Checked blouse with navy blue skort
- Black joggers
- Navy blue socks worn over the ankles
- Broad brimmed school hat



SPORTS UNIFORM YEARS 1 - 6

Boys

- School sports shirt
- Sports shorts or navy blue shorts as per day uniform
- Black joggers
- Navy blue socks worn over the ankles
- Regulation school bucket hat *or* broad brimmed school hat

Girls

- School sports shirt
- Sports shorts or skorts
- Black joggers
- Navy blue socks worn over the ankles
- Regulation school bucket hat *or* broad brimmed school hat



FOOTWEAR



WINTER UNIFORM PREP - YEAR 6

- Navy blue tracksuit. Tracksuit pants cannot be worn without also wearing the tracksuit top.
- Navy blue jumper – pullover or zip front with school logo
- School approved jackets with school logo (available only from Innstyle Mensland and Shawline)
- Girls can wear navy blue tights

SCHOOL UNIFORM REGULATIONS

Jewellery:

- One watch (no toys attached to watch)
- One signet ring only (this is a flat ring)
- One religious medallion only (must be worn under school uniform)
- One set of earrings for girls only – small plain sleepers or plain silver or gold studs

Hair - Girls

- Hair longer than shoulder must be tied back at all times
- No colouring in hair
- Hair bands, hair ties, hair ribbons and clips must be navy blue in colour only or combined school colours of navy blue, white and cerise
- Sensible haircuts and styles
- All hair styles are to be such that the school hat can be worn correctly and securely

Hair – Boys

- Hair is to be no longer than the collar and out of the eyes
- Haircuts are to be sun safe (not to be so short that the scalp is seen)
- No razor cuts
- No colouring in hair
- All hair styles are to be such that the school hat can be worn correctly and securely

Make Up

- No make up allowed
- Chap stick, lip balm or Vaseline OK for dry lips
- No finger nail polish or shiny nail hardener (no finger nail decorations)
- No toe nail polish if toes are seen (eg. swimming, sports day)

Other

- Hats are to be worn with the day and sports uniforms.
- The sport shirt is to be worn out
- Tracksuit pants can only be worn if the school jumper is worn as well.
- If a child is not in the full and correct school uniform, a dated note is required from the parent or guardian explaining why their child is out of uniform and when they will be in correct uniform. This note is to be given to the class teacher for signing. The child is to keep this note on them while out of uniform.
- If a child is consistently not in the correct uniform, the school will follow up with the parent and/or guardian
- All children are to comply with this uniform code

If unsure of what is expected, please check with the school principal or one of the leadership team members.

If unsure of what is expected, please check with the school principal or one of the leadership team members.

4.0 RELIGIOUS EDUCATION

4.1 School Program

- St Mary's Catholic Primary School has an accredited, school based, Religious Education Program
- Two hours per week is timetabled for the teaching of Religious Education.
- Religious Education is integrated into other Learning Areas where appropriate.

4.2 Religious Atmosphere

- At St Mary's we believe that Religious Education is not limited to the classroom. Its message influences and touches all that we do at this school.

4.3 Liturgical Celebrations

Liturgies and Masses

- Liturgical celebrations take the form of either class celebrations or whole school celebrations.
- A class liturgy is celebrated on Friday mornings at 9AM. These are led, where possible by the parish priest. Notice of these celebrations is given in the newsletter. (NB Covid restrictions may affect these events)
- Some of the whole school liturgical celebrations that occur during the year are:
 - Opening of the School Year
 - Ash Wednesday
 - Holy Week Celebrations
 - School Feast Day
 - ANZAC Day
 - End of School Year
- All family members and parishioners are welcomed and encouraged to attend all of our liturgical celebrations
- Year 6 students attend an Anointing Mass each month at St Mary's Community Centre, for one semester a year as part of their leadership program.
- First Friday of the month Mass is celebrated in our library at 9AM
- A parish Sunday Mass is celebrated at St Mary's School twice a year.

4.4 Prayer

Prayer is an important part of our daily life at St Mary's School.

Class Prayer

- Each class takes time during their day to pray.
- Each class has a prayer table in their room.
- Prayers are said each morning, before meals and in the afternoon prior to leaving school.
- Copies of some of the prayers used can be found in each classroom

Meditation

- Every Monday to Friday classes spend time in meditation. This is a time for the children to be still and aware of the presence of God in their life.



4.5 The Parish Based Sacramental Program

School Involvement

- St Mary's School supports the Parish Based Sacramental program.
- The sacraments of Reconciliation, Confirmation and First Communion can be celebrated by baptised students during their primary schooling.
- The APRE is a member of the Parish Sacramental Team.
- Enrolment in these sacraments is through the parish. Parents are advised of enrolment times and parent/child sessions through various school communications.
- If you require further information please contact our Assistant to the Principal, Religious Education, David Boge at the office.

4.6 Mission Appeal

Projects to help those in need

- At various times in the year the children of St Mary's undertake projects to provide money, food or material goods to help others in need.
- During Lent and Mission Week we focus on various mission projects eg Project Compassion.
- At Christmas time we assist St Vincent de Paul in their Christmas Appeal to collect toys and food to give to those in our local area less fortunate during the Christmas period.
- The children and staff of St Mary's will sometimes participate in various days/activities to raise money for charities eg. St Vinnie's Day, Crazy Hair Day, Australia's Biggest Morning Tea, Day for Daniel etc.

4.7 Pastoral Care

- St Mary's School has a Pastoral Care Program supported by members of the school community whose aim it is to help others in our school in their times of need.
- Some of the ways that we can help others are:
 - making a home visit
 - preparing meals to be picked up or delivered to families
 - collecting second hand uniforms for children in need
 - making lunch for children who have none
 - transport to and from school
- If you require assistance from this program or know a family in the school who does, please inform one of our leadership team or office staff.

4.8 Accreditation of Staff

Accreditation to teach in a Catholic School

- All teaching staff commit themselves to 20 hours of in-service over 4 years in order to be accredited to teach in a Catholic School. This in-service focuses on spiritual and faith development.

Accreditation to teach Religion in a Catholic School

- All teaching staff who wish to teach Religion commit themselves to an extra 20 hours of in-service over 4 years in order to be accredited to teach Religion in a Catholic School. This in-service focuses on aspects of Religious Education.

5.0 CURRICULUM

5.1 Curriculum Focus

At St Mary's Catholic Primary School, our primary focus is on the student as a member of our learning community. This focus, expressed through our mission statement, guides us to support each student's capacity to engage ethically, effectively and confidently as a steward of creation in an increasingly complex and changing world.

Educational, Systemic and Catholic documentation provided by relevant authorities, directs our teachers to provide comprehensive, programs across all curriculum learning areas. These curriculum programs guide teachers as they support student learning and development across literacy, numeracy and community skills.

Learning enrichment and learning support are developed with students at school level by class teachers and the learning support team.

Curriculum Areas

The Australian Curriculum, shaped and developed by ACARA (Australian Curriculum and Reporting Authority), is the core curriculum in our school. It is accompanied by the Queensland Essential Learning Statements and the Diocesan Religious Education Curriculum in the early years. For the purpose of planning and organisation, the curriculum is divided into a number of learning areas:

Religion, English, Mathematics, Science, History, Geography, Health and Physical Education (HPE), Technology and The Arts (Music, Visual Arts, Drama, Media Studies).

5.2 Sporting Program

St Mary's sports program offers a well balanced range of activities.

Some elements of the sporting program can include:

- An Athletics program that develops skills used in our Athletics carnival and zone representation.
- Cross country training finishing with an inter Catholic school carnival and zone representation
- An inter school sports competition
- A swimming program for Prep – Year 4 students
- Surf Life Saving for students in Years 5 and 6
- Challenge Cup for Netball and Rugby League
- An opportunity for students to represent St Mary's in other Zone sports e.g. Hockey, Rugby, Swimming, Soccer, Netball
- After School Sporting Programs e.g. Tennis Coaching
- Specialist sports training workshops in Rugby League, AFL, Basketball, Rugby Union, Cricket

Our P&F Association offers some financial assistance to parents of any students who represent their school at State and National Competitions. This is not restricted to sporting events. Parents can also seek financial assistance for school supported extra-curricula events eg OptiMinds. Parents are asked to write a letter to the P&F if they wish to seek some financial assistance.

5.3 Cultural Program

Music

A specialist teacher is employed at St Mary's. Each student from Prep to Year 6 is included in the specialist program.

Choir

Our music teacher trains two choirs – Junior choir (Yr 2 & 3) and Senior Choir (Yr 4 – Yr 6). These choirs are open to any students who are interested. They perform at various school and community events.

Instrumental Music

St Mary's School has a vital and popular instrumental music program. Students in the latter part of Year 4 test their interest and ability on all Concert Band instruments on offer. If they are interested in taking up an instrument and performing in the concert bands, an invitation is issued to parents for their child to be in the concert band program. Lessons are offered for instruments in percussion, brass and woodwind. Lessons and band practice occur during class time. The more experienced and capable student musicians are given opportunities to perform in the Jazz Band. Instruments can be hired through the school scholarship program.

Piano lessons are also available at the school.

A charge per term is added to the school accounts to cover the cost of all instrumental lessons.

Optiminds

The school participates in the Optiminds competition. The competition challenges students to use their creative thinking, problem solving and drama skills to act out solutions to problems.

Visiting Performances

Arts performances are part of the school's cultural program. School Performance Tours, Nexus Arts and Queensland Arts Council are regular performers at our school. The school will also arrange for children's authors or artists to work with some children and class groups.

5.4 School Excursion and Camp Program

Students at St Mary's benefit from an excursion program which is designed to support classroom learning. Below is a general guide to this program.

Class Level	Term	Details	Approximate cost
6	1	Leadership Day	\$50
6	3	Brisbane – 4 day camp	\$400
5	3 or 4	Team building camp	\$200

Costs for these excursions are kept to a minimum.

All classes from Prep to Year 6 will have half day or full day excursions linked to classroom work.

5.5 Homework Expectations

All classroom teachers set homework on a regular basis. Compulsory homework set for students includes reading, spelling or basic facts memorisation. Project, research work and completion of book work may also be included. Students are expected to complete homework by the due date. It is important to speak with your child's teacher if your child is having regular difficulty with homework.

The following times are a guide only. Remember each child works at a different pace and requires different support.

Year 1	10 mins	Year 4 and 5	30 mins
Year 2	20 mins	Year 6	45 mins-1hour

Homework Tips

Have a regular place where your child completes their homework

Minimise distractions where your child completes their homework

e.g. turn the TV and radio off, no mobile phone access

Join the Bundaberg Library

Consider purchasing computer devices as your child moves into the senior classes.

Connect to the Internet. Supervise your children on the Internet at all times.

5.6 Learning Support

Support for all learners is a high priority for St Mary's staff. We have additional learning support staff members who work as a team to support classroom teachers and students.

Extra Assistance

Students who require extra support to assist them reach or partly reach the expected curricula outcomes receive support in a variety of ways. The Learning Support Teacher with the APC and class teacher will meet to discuss these students' needs and put in place strategies to support these children.

5.6 Digital Technology Access

All students in Prep to Year 3 have access to iPads, Chromebooks (Year 3 only) and laptops as part of their curriculum.

All students from Year 4 to Year 6 have their own Chromebook. This Chromebook is to be purchased by the parent through the school. Students, from 2018 will have access to a Digital Technology Space during and outside classroom contact hours to support this aspect of the curriculum and allow them to explore, experiment and create with various technologies.

Extension Opportunities

As a part of regular teaching and planning, teachers routinely extend students who require more challenging activities. In addition, the school provides opportunities for those students to develop particular talents. Some examples of these are:

- Optiminds
- Lego Robotics Program
- School Choir
- Instrumental Music Program
- University of NSW testing program
- Special extension groups eg Maths
- Athletics

5.8 Health and Personal Development Education

Health lessons are part of the normal classroom program and discussions about health issues are part of this. In addition, advanced personal development education is available to the upper school students each year.

5.9 Life Education Van

Each year the Life Education visits the school. All classes attend their lessons which provide them with good information on how to stay healthy and safe.

6.0 ASSESSMENT AND REPORTING

6.1 Beginning of the Year Parent Meeting

At the beginning of the school year, parent nights are held to inform parents about the upcoming year. This is an excellent opportunity to meet with your class teacher and other parents in your child's class. These sessions occur in the 2nd and 3rd weeks of Term 1. Information from these nights is also posted on the school website.

6.2 Formal Reporting

You are welcome to make an appointment at any time with your child's teacher to discuss your child's progress. There are however, times throughout the year when an interview or conference is conducted. Parents are required to attend these important reporting events.

- Commencement Tem 1: Informal meeting with Prep parents/carers
- Term Two Weeks 2 & 3: Parent-Teacher interviews Prep – Year 6
- Last week of Term 2: Report cards issued
- Term Three Weeks 6 & 7: Parent/Teacher interviews Yrs P - 4
Student Led Conferences with their parents, Yrs 5 & 6
- Last week of Term 4: Report Cards issued.

6.3 Student Folio

A folio of work is kept for each student. The folio contains current class work samples which typically represent student progress and development in that class. These work samples, combined with other classroom observations support teachers in their assessment decision-making and provides information to parents with regard to student achievement. The folio also contains some standardised references which are used to inform teachers of comparative class progress. Teachers will use these folios during parent-teacher interviews.

7.0 PARENT SCHOOL PARTNERSHIPS

7.1 The Importance of Good School Family Partnerships

Education is a team effort: Parents + Teachers + Students = Success.

St Mary's Catholic Primary School values working with families for the educational success of its students. Staff members are approachable. Please be considerate to staff and make an appointment when you need to speak with your child's teacher as teachers have regular meetings and duties before and after school.

Please avoid meeting with the teacher of a Tuesday afternoon as this is when they are required to attend mandatory meetings.

7.2 Grievance Procedure

If you have an issue you wish to discuss that is causing your child or you concern, please make a time to meet with your child's teacher first. If the situation cannot be resolved at this level, make an appointment to meet with the Principal or one of the Assistant Principals. If the incident of concern has occurred at school, the school will manage the situation and will report the outcome to parents.

7.3 Parent Committee Structure

St Mary's Catholic Primary School offers a number of ways you can become involved in the school. Parent involvement on the School Board and with the P&F Association is crucial to the success of this school.

- **School Board:** Members can be elected or co-opted. The Board is an advisory body which supports the principal and assists in the planning and maintenance of the school. Meetings are held on a monthly basis.
- **Parents and Friends Association:** Executive members are elected on an annual basis. All parents are welcome to attend the P&F general meetings. These are advised in school correspondence. The P&F also have a number of smaller committees and parents are most welcome to join any of these committees.
 - Parent Education
 - Social events for parents
 - Fundraising
 - Pastoral

7.4 How to become involved

There are many other ways, that you can become involved in your child's education. The most important way is through your support of their learning in the classroom. This can be achieved by giving priority to their homework, listening to them read, reading to them, attending parent meetings and interviews, and keeping yourselves informed through the school newsletter, facebook, sent text messages and the school website.

Other suggestions on how to become involved include:

- Assisting with class reading
- Assisting with classroom activities requested by the teacher
- Helping in the tuck shop
- Attending Saturday morning working bees
- Attending school liturgies, assemblies, celebrations, sports days etc..
- Becoming involved in one of the committees as outlined above.

7.5 School Review and Improvement

Within a 5 year cycle, each Catholic School in the Diocese undertakes a renewal of its operations and management. Every member of the community is asked to contribute to this renewal. The renewal focuses on what the school is doing well (commendations) and what the school needs to improve on (recommendations). From this renewal, a Development Plan is drawn up for implementation.

7.6 Student Leadership

Our Year 6 students commit themselves to a leadership role in the school. At the school opening Mass they are commissioned as leaders and are presented leadership badges. Leadership opportunities are offered to them through the extra responsibilities they take on in the school e.g. assemblies, sports captains, representing the school at community events.

8.0

1 Child Primary (Prep to Year 6)

Tuition	\$1320.00 (per child)
All Purpose Levy	\$ 160.00 (per child)
Resource Levy	\$ 160.00 (per family)
Technology Levy	\$ 100.00 (per child max \$200 per family)
Prep Levy	\$ 90.00 (per child – prep only)
School Assistance Bond	\$ 150.00 (per family)
Building Levy	\$ 384.00 (per family)

Discounts Off Tuition Fees

12.5% per child	2 children in Catholic Schools
35% per child	3 children in Catholic Schools
50% per child	4 or more children in Catholic Schools

Resource Levy, School Assistance Bond and Building Levy are per family.

	One 0%	Two 12.5%	Three 35%	Four or more 50%
Primary	\$1320.00	\$1155.80	\$858.00	\$660.00

School Fees 8.1 How Catholic Schools are funded

Systemic Catholic Primary Schools in Australia are funded in four ways: Federal Government Grants, State Government Grants, school fees and school community fund raising. Grants from the Federal and State Governments support staff wages and fund special programs eg School Chaplaincy. The running costs of the school are met by school fees. Special projects are met through fund raising ventures organised by the P&F.

9.0 Restorative Practices and Behaviour Management

St Mary's School has adopted a Restorative Practice approach to promote and sustain strong and healthy relationships across the school.

Restorative means to give back; to repair the harm and rebuild; to reintegrate the person(s) who did the harm and to restore a sense of wellbeing and connection. The philosophy and practice of restorative practice at St Mary's School is to promote resilience in both the one who is harmed and the one who causes harm. It is about helping our students become aware of the impact of their behaviour on others through personal accountability and being open to learning from conflict situations.

Restorative Practice is a proactive approach to behaviour management as it:

- Educates students towards self-regulated positive behaviours
- Promotes, nurtures and sustains healthy relationships across the school community
- Enables students to be fully accountable for the real consequences of their wrong doing and mistakes
- Maximises teaching and learning outcomes by creating a more positive whole school culture

Other proactive approaches that support positive behaviours in our school include:

- Circle Time where children with teacher facilitation discuss issues that may be positively or negatively affecting the relationships in the group and collaboratively finds ways to improve these relationships
- Meditation
- Common and consistent rules, routines and expectations across the whole school in the classroom and the playground based on 3 words – *SAFE, RESPONSIBLE, LEARNER*
- Revisiting our St Mary's Way student statement

9.1 What about Bullying?

What is bullying? Bullying is not to be confused with playground teasing or the occasional disagreements, be it physical or verbal, between children and their peers.

Bullying has the following common elements:

- A misuse of power in a relationship where there is an obvious imbalance in the relationship. Bullying behaviour seeks power over a child.
- It is ongoing and repeated
- The perpetrator or perpetrators are constant.

In every organization where there are people involved there is the potential for bullying behaviours to occur. At St Mary's School we recognize that we will not always know if a child is being bullied as it is a covert behaviour. However, we strive to be proactive in creating an environment where bullying is unacceptable and where students are taught skills to counter any behaviours where they may feel harassed or bullied.

Some of our proactive measures when dealing with this issue include:

- ♦ A confidential wellbeing survey
- ♦ Students are taught what is bullying and what it is not.
- ♦ Strategies are taught to the children of what to do if they are being harassed or bullied. Students are made aware that they are the most effective person to deal with the bullying behaviours. It is reinforced with the students that teachers need to be informed if they feel they are being bullied or they are witnessing someone being bullied.

If your child reports that they are being bullied at school, it is imperative that this is reported to their teacher. When reporting:

- ♦ Give the teacher as much detail as possible eg time, place, who, what occurred, frequency, who witnessed the events or could give more information
- ♦ Try to remain calm and factual.
- ♦ Give the teacher time and space to investigate the incidents thoroughly.
- ♦ Know that it will be acted upon and respect that the teacher will give you all the information he/she can in relation to what has been found and how the school has or will respond.

A website we recommend to parents about bullying and how to help your child stand up against these behaviours is www.bullyingnoway.gov.au

10.0 DAILY ROUTINES AND ADMINISTRATIVE MATTERS

10.1 Keeping your contact details current

It is important to notify the school office of any details on your enrolment form that change. In the case of an emergency, we use this information to make contact with you. Update forms are sent at the beginning of Term 1.

10.2 School Times and Office Hours

School Times

8:35AM	Gather on the multi-purpose court for prayer and messages
8:40AM	Classes commence
10:55AM - 11:25PM	Morning Tea
12:50PM to 1:25PM	Lunch
3:00PM	School concludes

10.3 Absences

All students are expected to arrive at school no later than 8.30AM to commence lessons at 8.40AM. Any arrivals after 8.40AM must report to the school office and sign the "Late Arrival Book". This allows office staff to correct the class attendance for your child.

If your child will be absent for the day, please notify the office by 8.50AM.

Any unexplained absences will be followed up with a text message to the parents.

10.4 Office Hours

Monday to Friday 8:00AM to 4:00PM

10.5 Before School Procedures

- Children are to arrive at school between 8AM and 8.30AM.
- On arrival the children hang their school bags outside their classroom and go to the multi-purpose court. Here they remain seated with a teacher on duty to 8.20AM.
- At the change of the teacher on duty at 8.20AM, the children are able to play in the designated areas.
- At the 8:35AM the children prepare themselves for class.
- Any child not at school by 8:50AM will be marked absent for the morning session unless prior notification is given to the class teacher.

10.6 After School Procedures

- Children catching the early bus are released at 2.45PM.
- At 3:00PM the children are dismissed. Yr 1 – Yr 6 students who are booked into OSHC move to that area. Prep students in OSHC are collected from their classroom by an OSHC assistant.
- Any student who is not picked up by their parent from the school premises is to go to the seats at the front of the school where 2 teachers are on duty.
- At 3:20PM any students still waiting are moved to the seats outside the office under teacher supervision.
- The supervising teacher will make contact with the parent/carer if there is uncertainty as to the pick-up arrangements for the child.

10.7 Parking

Front of the School

This is strictly short - term parking during morning drop off and afternoon pick up times. Parents are to stay in their car during the afternoon pick up time. After children are dismissed by the teacher on duty, they can proceed to their car.

Staying in your car allows for the traffic to move efficiently through this busy area.

East side of School and any Parallel Parks

These spots are for long term parking. Parents are asked to park in these areas, if they intend to get out of their car to see the teacher or friends or to collect their child from the grounds

For safety and courtesy reasons, no parking is allowed on any grassed areas or traffic islands.

10.8 School Assemblies

Each Monday morning at 8:40AM a school assembly is held in the under covered area. At this assembly we have the national anthem, the school prayer, Student of the Week awards, other student achievements and birthdays. Parents are welcome to stay for this weekly assembly.

10.9 Class Assemblies

These are rostered for Fridays at 12.20PM and are held in the assembly area. Each class takes a turn during the semester to showcase their learning during this time. Parents are always welcome to attend.

10.10 Buses

Bus services are available for students travelling to and from coastal areas to St Mary's School. All children who travel on these buses are required to observe a Code of Conduct. This code is available from the bus company or the Department of Transport. Buses that service the school are listed below. Please make contact with the company for further information.

Duffy's Buses 4151 4226

Stewarts Buses 4153 2646

10.11 Bicycles

Bicycle racks are provided for use by students who ride their bicycles to school. Students are required to walk their bicycle past the seats in front of the car park in the afternoon. Students are to padlock their bike to the racks.

10.12 Crossing Supervisors

A crossing supervisor is on duty at the children's crossing on McCarthy Street before and after school. This is a 40km zone before and after school.

10.13 Tuckshop

The tuckshop at our school operates Wednesday and Friday. Our menu is compliant with the "Healthy Schools" regulations. A copy of the menu is available from the e-newsletter, on the school website and the school office.

The tuckshop operates on a 'bag' system. A separate bag is required for 1st and 2nd breaks, with the child's name, class and order clearly printed on the front.

Eg. Mary Smith

2G

1st Break

Ham Sandwich on Grain \$1.80

Small Strawberry Milk \$1.30

Total \$3.10

Enclosed \$4.00

If change is required, the amount will be recorded on the bag. The money will be wrapped and placed in the bag. Please remind your child to check the bag for change before it is placed in the bin.

Iceblocks are only available after the children have finished eating at their 2nd break. If an iceblock has been ordered your child will need to bring their bag to the tuckshop.

Bags are to be placed in designated baskets in the classroom first thing in the morning.

The tuckshop is coordinated by a convenor, and a roster is drawn up at the beginning of each semester for tuckshop helpers. Parents, relatives and friends are welcome as helpers and like all rosters, the more volunteers, the less work each has to do. Any offers to help for emergency 'fill ins' is always appreciated. We would be happy to hear from you if you would like to help out with our tuckshop. Please enquire at either the tuckshop or office.

Our tuckshop provides our children with a very worthwhile service and teaches our children to make healthy food choices.

10.14 Keeping Informed

Each Thursday a school newsletter is sent home via email. It is important that families read this newsletter so that they are kept informed of events happening at school. The school also has facebook, SMS and a website which all provide valuable information.

10.15 Banking

The school provides an opportunity for students to open and maintain accounts with the Commonwealth Bank. Wednesday is banking day. For every deposit made the school receives a commission from the bank.

10.16 Exclusion of Students from School

This school follows the recommendations from the National Health and Medical Research Council for exclusion of students with infectious diseases. Students will be excluded from school for the following conditions:

- School sores
- Head lice
- Infectious diseases eg chicken pox

10.17 Sick Bay

A sick bay is located in our office. If a child is sent to the sick room, if deemed necessary, contact will be made with the parent to pick up their unwell child. On occasion the parent may not be contacted and the child will return to class when feeling better.

10.18 Medication

Medication at school cannot be administered to any child unless the correct Parent Medical Consent Form is completed. It must include the correct way of administering the medication. All medication will be stored in the school office. Medication must have attached to it a sticker (original label) from the chemist with the individual child's name, instructions for administering, use by date, doctor's name and phone number, and pharmacy name and phone number.

10.19 Food Allergies

There are some children in our school who have mild to severe reactions to certain foods. Where necessary you will be advised if a child in your child's class has a severe reaction and you will be asked to be mindful of this when preparing lunch for your own child.

10.20 Students with Exceptional Medical Conditions

Students who require medication for severe allergies, chronic asthma, epilepsy or other severe medical conditions are required to provide an authorized procedure that gives directions that are to be followed in the case of an emergency. This procedure must be signed by a medical practitioner.

Staff will be trained in any procedures that may be required in response to your child's medical need.

10.21 Custody Matters

It is important that the principal be kept informed of any custody matters. Copies of custody orders and parenting plans need to be given to the principal. Custody matters are kept in strict confidence.

10.22 Appointments with Principal and Teachers

Parents are welcome to meet with classroom teachers or the principal to discuss any matters. It is important that issues involving a child in their classroom are referred to the class teacher first. So that time can be given to you, it is important to make an appointment. This can be done by ringing the school office or by briefly seeing the teacher concerned. You are reminded that teachers are unable to meet with you during class times or Tuesday afternoons due to their work commitments.

10.23 Library Borrowing

Our library is a place where our students can become immersed in books and the excitement and knowledge they provide. Students are encouraged to visit the library in their spare time. All classes are rostered weekly to borrow and return books and to research. The library is open from 8AM and closes at 3:30PM from Monday to Thursday.

10.24 Book Club

Parents may order children's books from Ashton Scholastic. An order form will be sent home with the students. If you wish to order any books return the order form and correct money in a sealed envelope with your child's name, class and BOOK ORDER clearly marked. Any cheques are to be made payable to Ashton Scholastic Australia.

10.25 Fire Drills and Lock Down Procedures

Evacuation and lock down drills are practiced each semester. Students are trained in the difference between these 2 drills and what actions to take. These procedures are reviewed annually by the WHSO and staff.

10.26 Lost Property

All lost property items are stored in our lost property basket located in the library. Students are asked to regularly check this basket if they have lost any items. At the end of each term the basket is cleared out. Any items of clothing with children's names on them are returned, while any items not named are donated to St Vincent De Paul. Please ensure each item of your children's clothing is named.

10.27 House System

Children are placed in three houses for sports carnivals:

McAuley	Red
Murphy	Gold
Nagle	Blue

Each child is allocated to a house on enrolment. We endeavour to balance the number of boys and girls in each age group. Family members are allocated to the same house. Male and female house captains and vice captains are elected from Year 6.

10.28 Electronic and Computer Devices

No child is to bring these devices to school unless they are requested by the parent or teacher. All items such as mobile phones, iPods are to be handed in to the office at the beginning of each day. The child is to report to the office at the end of the day to collect their item. Any items that are not handed into the office will be removed from the child and held until their parent collects it from the office.

10.29 Non Smoking Policy

St Mary's Catholic Primary School is a non smoking environment. Please refrain from smoking on or near school grounds.

10.30 Sun Safety

St Mary's Catholic Primary School is registered as a Sun Safety School. This means that all students must wear a hat during play time whether they are playing in the sun or shade. Parents are encouraged to supply their children with sun cream for use during extended periods in the sun. However, the school does have sun screen which the students can access.

10.31 School Counselling

The school employs a counsellor 2 days per week. The counsellor works with students on an individual or small group basis as well as providing education programs for parents. If you wish your child to receive one-on-one counselling, please fill in the appropriate form giving the school counsellor permission to work with your child. This form is available from the school office.

Counselling sessions are confidential.

10.32 Leaving the School Grounds during School Hours

If your child has an appointment and needs to leave the school during school hours a note or phone call is required from the parent/guardian. The parent/guardian is to report to the front office and sign out the child. The class teacher will send your child to the office.

10.33 Labelling of School Items

All school items including uniforms are to be clearly labelled with the child's name.

10.34 Weapons in School

Any weapon or instrument that could be used to cause harm is prohibited at any school sanctioned activity.

Students breaching this requirement may face serious consequences including suspension and the termination of their enrolment. The matter should be reported to the police.

11.0 PREP

11.1 Prep Enrolment

Applications for Prep classes are called from March onwards. Interviews for all Prep applicants start in Term 2. Parents are asked to bring their child to this interview.

Successful applications will be notified before the end of Term 3.

Enrolment packages are provided to all applicants. These packages include information about our Prep and school, school fees and levies and diocesan student protection brochures. See 2.0 Enrolment in this booklet for further information.

11.2 Parent Information Sessions

In October, each year, information sessions are conducted for parents whose child is commencing the following year in Prep. These sessions provide information such as what you can expect your child to learn in Prep, commencement times and dates, interview times and other school routines you need to know to ensure an easy transition for your child.

11.3 Prep School Hours

Start: Doors open at 8:30AM for an 8:40AM start

Finish: 2.45PM to 3.00PM collection by a nominated adult

11.4 Sign in and sign out

All Prep children are to be signed in and out by their parent or guardian before and after school.

11.5 Parental Participation

We recognize parents as the first educators of their children. For this reason, we actively encourage parents to become involved in our prep program. We understand that some parents' work commitments prevent them from regularly participating in our program throughout the day. Where this is the case, please feel reassured that you are still supporting the school by collecting collage materials or sharing special hobbies, talents, interests or experiences with our group through the mode you most feel comfortable with.

12.0 OUTSIDE SCHOOL HOURS CARE

12.1 Services Available

St Mary's School provides the following Outside School Hours Care Services:

- After School Care 3.00pm to 6:00pm with afternoon tea and homework supervision
- Vacation Care 7.30am to 6:00pm during most school holiday periods

12.2 How to register for OSHC

To use the Outside School Hours Care service you will need to pick up an information and enrolment package from the school office. These are also available on the school website.

13.0 PRIVACY STATEMENT

Diocese of Rockhampton

Catholic Schools and Diocesan Catholic Education Office

PRIVACY STATEMENT

This privacy statement applies to schools administered by the Diocese of Rockhampton and the Diocesan Catholic Education Office (DCEO).

In accordance with the *Privacy Amendment (Private Sector) Act 2000*, the Diocese of Rockhampton Catholic schools and the DCEO (referred to as Catholic Education within this statement) have adopted and are bound by the ten (10) National Privacy Principles established by the Federal Privacy Commission and set out in the *Act* – see www.privacy.gov.au

Catholic Education considers all personal, sensitive and health information of parents/guardians, students and prospective employees (considered Rockhampton Catholic Education's "consumers" under the *Act*) to be private and only uses information collected and recorded to fulfil the educational mission of the Diocese of Rockhampton.

In abiding by the National Privacy Principles Catholic Education will:

- collect personal, sensitive and health information by fair, lawful and non-intrusive means.
- only use information collected for the provision of quality Catholic schooling. In addition, information may be collected and recorded to satisfy Catholic Education's legal obligations.
- not disclose or distribute personal, sensitive or health information collected from its consumers without the consumer's specific consent or unless required to do so by law. Catholic Education may distribute aggregated statistical information for reporting purposes, but information that is personally identifying will not be disclosed to third parties.
- disclose, with consent, from time to time, personal, sensitive and health information to others for administrative and educational purposes. This includes to individuals within DCEO, systemic schools within the Diocese of Rockhampton, parish authorities, medical practitioners, and people providing services to schools, including specialist visiting teachers and consultants, sports coaches and volunteers.
- take reasonable steps to ensure information collected is accurate, complete and up-to-date.
- take reasonable steps to protect personal, sensitive and health information held from misuse, loss and unauthorised access, modification or disclosure.

If a consumer believes that any of the personal, sensitive or health information held by Catholic Education regarding them is inaccurate, incomplete or out of date, they have the right, in accordance with the provisions of the Act, to make any updates or corrections.

Privacy issues arising within schools can be discussed on a confidential basis in the first instance with individual School Principals. Alternatively, if an individual believes that their privacy has been breached and this matter is unable to be resolved at school or local level, a complaint may be made in writing to *The Director, Diocesan Catholic Education Office Rockhampton*. Similarly, privacy issues arising within the DCEO are to be discussed on a confidential basis with Director.

If you would like further information about the way DCEO or a particular school manages the personal information it holds, please contact the school or the Assistant to the Director – Administration at the Diocesan Catholic education Office on 49 313 611 or write to Diocesan Catholic Education Office, Attention: Assistant to the Director - Administration at PO Box 524 Rockhampton 4700.