

ST MARY'S SCHOOL NORTHAMPTON

Parent Information Handbook 2016



Our Core Beliefs...

- We believe that the dignity, diversity and contribution of each person are to be valued.
- We believe that all individuals and our environment are to be valued and worthy of respect.
- We believe in building and nourishing each other's personal faith relationship with Christ.
- We believe in providing a challenging, purposeful and stimulating curriculum through quality teaching and learning that is tailored to meet the needs of individual students.
- We believe a culture for learning is nurtured and sustained by cooperation and collaboration among students, parents, staff and other invested groups.
- We believe honest and open communication provides effective feedback for students, teachers and parents.

1. St Mary's School Profile

1.1 Introduction

Welcome to St Mary's School, Northampton. Our school has four composite classes with an overall school enrolment of approximately sixty children. Our classes being small, allow educators to be able to cater for all individual needs. We endeavour to foster a love of learning within a stimulating and caring environment.

St Mary's is a vital part of the Catholic Parish of Our Lady in Ara Coeli, Northampton. As a Catholic School Community we strive to develop Gospel Values that enable our students to become vibrant members of the wider community.

St Mary's School caters for students from Kindergarten to Year Six and offers full-time Kindergarten with children being able to attend three, four or five days a week.

1.2 Vision Statement

St Mary's School provides an education that endeavours to equip each child with the Christian values and life skills necessary to meet the challenges of a changing world.

1.3 Mission Statement

At St Mary's School, we strive to:

- Create an environment where all children feel safe and valued.
- Help children to know Jesus.
- Provide opportunities for children to learn how to pray.
- Provide opportunities for children to experience meaningful liturgical experiences.
- Provide opportunities for each child to develop to their full potential - spiritual, intellectual, physical and emotional.
- Develop in children a sense of pride in themselves and their community.
- Create an atmosphere which promotes dignity and respect for all and values each member's contribution.
- Support parents in their role as prime educators of their children.
- Foster an awareness and appreciation of the environment and take responsibility for its care.

1.4 St Mary's Core Values

- We believe that the dignity, *diversity* and contribution of each person are to be valued.
- We believe that all individuals and our environment are to be valued and worthy of *respect*.
- We believe in building and nourishing each other's personal *faith* relationship with Christ.
- We believe in providing a challenging, purposeful and *stimulating* curriculum through quality teaching and learning that is tailored to meet the needs of individual students.
- We believe a culture for learning is nurtured and sustained by cooperation and *collaboration* among students, parents, staff and other invested groups.
- We believe honest and open *communication* provides effective feedback for students, teachers and parents.

1.5 Our School Prayer

St Mary's School Prayer

O God, guide us to make good choices at all times.
Bless this School, Church and Community and
bless everything we do.
With the help of Jesus and our teachers,
we grow in faith here at St Mary's.

Holy Mary, Mother of God,

Pray for us.

1.6 School History

St Mary's School is a vital part of the Catholic Parish of Our Lady in Ara Coeli, Northampton. As a Catholic School Community we strive to develop Gospel Values that enable our students to become vibrant members of the wider community. St Mary's School, Northampton, began on or near the present site in 1868. Until 1989, St Mary's was administered by the Presentation Sisters.

The current buildings were established in 1964 and further extensions were completed in 1994. In 2004, renovations were completed to the school, including disabled access into the school and new student toilet facilities. In 2009, the undercover walkway at the front of the school was completed. In 2010, we built our new Library and multipurpose Office facility which we moved into at the start of the 2011 school year.

2. Routines and Procedures

2.1 School Office Times

The School Office is located in the new administration building at the front of the school. Office hours are:

Monday, Tuesday, Wednesday, Thursday, Friday – 8.00am to 4.00pm

Please direct any administrative queries you may have to the School Office staff. The Office keeps copies of the School Newsletter and any other correspondence sent home. All appointments to see the Principal should be made through the School Office.

2.2 School Hours

Supervision commences	8.30am
School commences	8.50am
Morning Recess	11.00am - 11.20am
Lunch	1.00pm - 1.40pm
Dismissal	3.10pm
Supervision ends	3.30pm

Teacher supervision will begin at 8.30am and conclude at 3.30pm. Children should not be on the school premises outside these hours without the approval of the Principal.

2.3 Before & After School

Within legal guidelines, the school does not accept responsibility for children who are on the school grounds before 8.30am or after 3.30pm. Students who catch a bus will be supervised upon arrival at school and up to departure from school.

2.4 Changes to School Hours

Any changes to school hours will be advertised in the School Newsletter and the term calendar.

2.5 Classes

Due to enrolment numbers, St Mary's School has composite classes, thus it is important that parents understand how the classes are split. When changes are necessary, the classes are divided by the Principal, following extensive discussion with the class teacher, in order to establish balanced classes with respect of the needs of the children.

All the current education research shows that children work most effectively in small groups; therefore, the effect of splitting grades is minimal. It is worth noting that in a 'straight' grade, the individual ability variation can exceed two years above or below that grade level.

2.6 Kindergarten

Kindergarten is the first year of our school and as such, your child, once enrolled at St Mary's will be able to complete his/her primary education within our school. Children are able to attend Kindergarten three, four or five days per week. The Kindergarten class ceiling will be held at between nine to fifteen students per year, depending on numbers in other junior primary grades.

2.7 Reporting

We report to parents using a variety of strategies.

- End of each semester, Kindy Portfolios will be sent home.
- End of each semester, Pre Primary Work Sample Folders will be sent home.
- Once a term, Year One to Six Test booklets sent home.
- End of Term Two and Four, Reports for Kindy to Year Six.
- End of Term Two, compulsory Parent/Teacher Interviews for Kindy to Year Six.
- End of Term Four, requested Parent/Teacher Interviews for Kindy to Year Six.

2.8 Principal and Teaching Staff

The Principal and Teaching Staff are responsible for the daily operation of the school and for establishing and implementing the educational policies of St Mary's School. Specific problems relating to individual children's learning difficulties should be addressed to the teacher concerned, or the Principal through an appointment.

2.9 Parent/Teacher Communication

We respect the right of all our parents to discuss their child's progress with their teacher. Teachers do appreciate an appointment being made in order to make best use of the meeting time with you. Normally these times are after school.

2.10 Student Absences

If your child is going to be absent, a phone call or email to the school, outlining the reason for the absence prior to 9.00am on the day of the absence, is requested. Any unexplained student absences will be followed up daily with a phone call from one of the Administration Officers.

Whenever a student is absent, a written explanation from a parent must be presented to the child's teacher on the day of return to school. You are required by the Education Act of WA to inform the class teacher *in writing* of reasons for your child's absence the first day the child returns to school.

A note of absence could be as simple as:

7 May 2016

Dear Mrs Thomas

Elizabeth Goody was absent from school on Thursday 6 May 2016 because she had a sore throat.

Thank you, Mrs N Goody

A child will be permitted to leave the school during school hours only when a parent makes a written request or calls personally for the child. Any child leaving the school during school hours must be collected from the classroom by an adult (a parent/guardian or their appointed representative) as they will not be permitted to wait on the roadside. Please sign your child out in the book at the School Office.

You are requested to notify the school as soon as it is known that a child's absence is likely to exceed one week. A long term planned absence (e.g. holiday) should be referred to the Principal and class teacher at the earliest possible opportunity.

2.11 Parent Participation in the Life of the School

The school recognises the importance of you, the parents, as the prime educators of your child and the need to effectively involve you in the school's program. You are encouraged to volunteer your skills and time whenever the opportunity arises. It is hoped that you will participate in at least some of the following areas:

Attending school related Masses, parent groups, Library, classroom help, excursions, Busy Bees, fundraising, social functions, supporting your children at functions, Parent/Teacher Meetings, P&F Meetings, nominating for the School Board and/or sports coaching.

2.12 Parents Visiting

All parents and other adults wishing to see children between the hours of 8.30am and 3.00pm must first report to the School Office. Here you will be asked to register your name and reason for the visit by signing the Visitors' Sign In Book and then returning to the Office when you leave to register the time you left. Parents will be issued with a badge to wear during the duration of the visit.

If your child/children need to leave the school to attend appointments they must be collected by a parent or guardian and he/she is required to sign the Student Sign In and Out Book, and again if students are returned to school, register the time returned to school in this book.

2.13 Custody Matters

The parents of a child of marriage are, under Family Law, both guardians and custodians of their child. This gives both parents equal rights and responsibilities in respect to the child, both parents remain guardians and custodians of their child, though in reality the child may only be living with one of the parents. Where there is an operative parenting order, there may be separate guardianship and custodial roles for the parents. Parents are to inform the Principal if special circumstances exist pertaining to the guardianship of children.

2.14 Consent

On enrolment, parents (or guardians) will be asked to complete and sign a form giving the school permission to seek any necessary medical assistance for a student while in the care of the school.

2.15 Lost Property

All items of clothing and other property belonging to students must be clearly labelled with the child's name. The Lost Property Box is located in the Office and children may look for lost items there. At the end of each term, any items not claimed will be given to the Uniform Shop for resale.

2.16 Assemblies

Assemblies are held each week on Monday from 8.50am - 9.00am and Friday afternoons three to four times a term on a Friday from 2.45pm - 3.10pm. Parents are encouraged to attend the Friday assemblies as they are an important community building activity. These events will also be advertised in the School Newsletter.

2.17 Newsletter

The School Newsletter is produced every second Thursday and is sent home with the students. It can also be sent home electronically on request. Through it, parents are informed of all forthcoming events, meetings etc. Other information about which parents need to be aware is also communicated via the Newsletter. It is very important that time be taken to read the Newsletter so you are informed of what is happening in the school.

3. School Administration and Services

3.1 St Mary's School Board

The School Board is a representative body elected from the school community and accountable to the Conference of Bishops through the Catholic Education Commission of WA for planning and for the financial management of the School and in advising the Principal with respect to school policy involving financial implications.

The overall role of the School Board is to help the school fulfil its educational responsibilities in accordance with the constitution, the policies and practices of the Catholic Education Commission of WA and the Diocesan Guidelines.

Community members of the School Board are elected at the Annual School Community Meeting held in February each year. The Board Members at the first Board Meeting following the Annual School Community Meeting elect Office Bearers.

Office Bearers elected for 2016

Board Members:

Chairperson: Stuart Gerreyn

Treasurer: Wes Teakle

Secretary: Alana Sullivan

Gail Hopkinson, Leon Johnson, Greg Payne, Emily Routledge, Craig Suckling

Ex Officio:

Parish Priest: Father Tai Trinh

Principal: Melissa Marquis

3.2 St Mary's School Parents & Friends Association

The Parents and Friends Association helps to foster community interest in education, promote closer liaison between school and community, and assists in fundraising for school resources. St Mary's Parents & Friends Association meets at the beginning of every term to discuss the needs of the school. Meeting dates and times are advertised in the School Newsletter. All parents are welcome and encouraged to attend these meetings, especially new families, as the P&F provides the opportunity to meet with other parents.

Office Bearers elected for 2016:

P&F Executive:

President: Kristy Williams

Vice President: Corinna Mulgrew

Secretary: Emily Routledge

Treasurer: Trin Suckling

Class Coordinators:

K/PP Class: Angela Cripps, Trin Suckling

1/2 Class: Gemma Suckling

3/4 Class: Lauren Briers, Sonia Chick-Teakle, Nerolie Gerreyn

5/6 Class: Reberta Marrone, Trin Suckling, Jayde Teakle

The P&F Association:

- Enables parents to support the school through fundraising so that resources may be purchased which would otherwise be unavailable.
- Raises community spirit by organising fun activities for the whole family.

4. Enrolment Information

4.1 Rationale

St Mary's School exists to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of WA to make Catholic school education available to all Catholic children, insofar as this is possible.

4.2 Principles

- St Mary's School has a preferential option for the poor and marginalised.
- St Mary's School fulfills its mission in partnership with parents, who are the first educators of their children.
- St Mary's School has a responsibility to fulfill the requirements of relevant Federal, State and Local Government laws and legislations.
- St Mary's School will accept all applications for enrolment.
- The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
- Enrolment at St Mary's School shall only be offered where there is age appropriate accommodation and the requisite resources to respond to any specific needs of the student.
- Enrolment at St Mary's School does not guarantee enrolment at any other Catholic school.

4.3 School Enrolment Criteria

1. Catholic students from the St Mary's School Parish with a Parish Priest reference (The necessary form is included with the Enrolment Form)
2. Catholic students from outside the Parish with a Parish Priest reference
3. Other Catholic students
4. Siblings of non-Catholic students
5. Non-Catholic students from other Christian denominations
6. Other non-Catholic students

St Mary's school works in partnership with parents who are the first educators of their children.

Please note:

Acceptance of an enrolment form *does not guarantee an enrolment interview or offer of enrolment*. Enrolment in St Mary's School does not guarantee enrolment in any other Catholic school.

NB

- Parent or Guardians who knowingly withhold material information relevant to the application/enrolment process may have their enrolment terminated or refused by the Principal on these grounds.
- Parents must disclose, in the enrolment form, any known special educational needs of the prospective student, any known particular medical condition and or health care requirements of the prospective student.
- Parents must provide a copy of any Parenting or Restraining Order that applies to the prospective student, and fully and truthfully complete the application for enrolment form.

4.4 School's Schedule of Fees and Payment Policy

Please refer to our School Fees: Setting and Collection Policy in full for all information regarding this matter. A brief outline of the policy is shown below.

St Mary's School Board sets school fees. At the February Annual School Community Meeting, the School Board Treasurer announces any change in fees for the year and the schedule is then published in the next School Newsletter.

The Fees Schedule includes:

- Annual tuition fees for education
- Amenities fee for Art/Craft and transport
- Building Levy (per family) to help service capital debts
- Excursion Fee - inclusive of costs for all incursions each year (such as puppet theatre/musical theatre etc)
- Insurance Levy for 24 hour cover

Fees are sent out at the beginning of each term and are to be paid in one of the following ways:

- One annual payment
- Four times a year (one per term)
- A direct debit facility is also available which does not attract any fees or costs

Payments can be made weekly, fortnight or monthly. Please discuss these options with the Principal.

4.5 Health Care Card Scheme

Catholic schools in Western Australia provide eligible current Health Care Card holders a discount on tuition fees only. A current Health Care card needs to be sighted and an additional Rebate Form needs to be filled in. Please note that not all Health Care Card holders are eligible. Please contact the Office if you have any queries.

The inability to pay school fees does not preclude any child from attending St Mary's School. Parents who are unable to access the Health Care Card Scheme but would still have difficulty in making school fee payments, should see the Principal to discuss the availability of alternative fee payment arrangements.

4.6 Timeline for Processing

At St Mary's School, Kindergarten applications will be taken at all times. Interviews will be scheduled early in Term Three of the year before and written notification of acceptances sent out as soon as all interviews have taken place.

Other applications will be taken and interviewed as per 'Interview Criteria' as soon as a place becomes available. The interview process will follow that outlined in this document.

4.7 Parental Obligations

Parents are responsible for supplying information, to the best of their knowledge, in relationship to the prospective students in the following areas:

- Any special needs or requirements
- Any particular medical conditions and/or health requirements
- Parental or Restraint Order
- Fully completed enrolment form

4.8 Breach of Enrolment

If a parent or guardian knowingly withholds information relevant to the application/enrolment process, then the Principal reserves the right to refuse or terminate enrolment on that ground.

4.9 Enrolment Procedure

Parents wishing their children to be educated at St Mary's School need to complete an enrolment form available from the Office or website. Once the form is completed an interview with St Mary's Principal, Mrs Melissa Marquis, needs to be organised. *This is not a confirmation of enrolment* and you will be advised by letter if your enrolment has been successful.

Each year, during the months of August and September, the school will advertise in the School Newsletter, Parish Bulletin and, if necessary, the local paper for enrolments. However, this process will occur only if the waiting list does not exceed fifteen or above, and that the total class numbers for the following do not exceed twenty-six in the junior primary classes or thirty in all other classes. Names may be submitted to the school secretary at any time prior to the month of August to be entered onto the waiting list.

Enrolment for grades other than Kindergarten will be on application by the parent to the Principal who will determine eligibility for entry to our school providing that a position is available for a new student in the appropriate grade in accordance with the priorities stated above.

Parents who choose to apply to enrol a child at St Mary's school accept:

- That they abide by the policies and practices established and developed by the Principal and the School Board whilst their child/children are enrolled in St Mary's School. If you are unsure of any policies or practices please consult the Principal.
- That they have an obligation to fully support the fundraising ventures of the Parents and Friends (P&F) Association. The P&F funds provide the additional amenities necessary for your child's education that supplement what is provided by the School Board's budget.

4.10 Enrolment/Admission Information

It is vital that this information is regularly updated, as there have been a number of occasions where it has been found to have changed.

This form requires:

- a) Information for daytime contact should accidents occurs. (In these cases, we attempt to first contact parents then the Emergency Contact number.)
- b) Permission to act on the parent's behalf if contact cannot be made.

5. School Fees

5.1 Procedures

Annual fees and charges, including increases, are to be set by the School Board in accordance with CECWA advice provided during the budget process each year. The details of all additional charges and information relating to the School Fees Policy follow below.

Discounts will be given for siblings also attending St Mary's and are as suggested by CECWA:

1 st child	0%
2 nd child	20%
3 rd child	40%
4 th child	100%

The usual family discounts will also be offered for Kindergarten and Special Education students at St Mary's.

The fees collection at St Mary's will follow the following procedure:

- Communication of fees policy at enrolment time.
- The fees for the year will be issued at the beginning of Term One each year.
- Accounts may be paid as one payment or four payments (one each term) or a fortnightly or monthly direct debit payment.
- Parents experiencing hardship are contacted and a negotiated method of payment is worked out, taking into account concessions and remissions when and where required.
- There is always to be recognition of the Church's preferential option for the poor and disadvantaged.
- Accounts are reissued when the initial account is not paid. If fees are still not paid then a follow up phone call is made checking on hardships or the reason for non-payment. At this stage parents are requested to meet with the Principal to discuss the payment of the school fees.

Where parents have made no effort to pay fees the following procedure is to be followed:

- When necessary, at the end of each term the School Board Fees Committee (Principal, Treasurer and Parish Priest) meet and decide on what further action (if any) is required.
- Documentation is kept (in Principal's Office) of each attempt to resolve the problem of outstanding fees.
- Parents are notified that the services of a debt collection agency or solicitor will be engaged to recover fees.

5.2 School Fees 2016

School fees are compulsory and form a necessary part of what makes our school function as it does. Accounts are posted each term and reminders are issued in the School Newsletter. Any difficulties in meeting school fees must be discussed with the Principal as soon as possible.

5.3 Tuition Fees

1st Child	\$185.40 per term
2nd Child	\$148.32 per term
3rd Child	\$111.24 per term
4th Child	Free
Kindergarten (five days per week)	\$185.40 per term
(Kindergarten fees are included in 4 th child family discount)	

A compulsory Insurance Levy of \$14.50 per child is payable Term One. This Insurance is 24 hour a day, 52 weeks of the year cover. Please refer to handout at beginning of each year.

5.4 Amenities Fee

A compulsory fee for Library, Art, Sports equipment, Book Hire or class cooking expenses is included with the School Fees. Amenities fee for 2016 will be \$40.00 per child.

5.5 School Building Levy

A compulsory and non-tax deductible annual Building Levy of \$148.00 per family is payable. This fee assists the school in debt-servicing of a loan, or a contribution towards a building project.

5.6 P & F Levy and Cathedral Building Levy

A compulsory P&F Levy fee of \$15.00 per family is payable combined with a \$25.00 per family Cathedral Building Levy. These are included with the school fees.

5.7 Excursion Fee

A yearly excursion fee of \$30.00 per child is payable and is included with the school fees.

5.8 Accounts

All money sent to school should be placed in a sealed envelope with the child's name, amount and purpose of payment noted, e.g. fees, excursion, swimming, etc. This should be given to the class teacher at the beginning of the day.

2016 Fee Structure					Other Fees and Charges					All Included Costs		
Kindy to Year Six	Tuition Per Term	Tuition Yearly	Health Care Card Scheme Per Term	Health Care Card Scheme Yearly	Amenities Levy	Building Levy	Insurance Levy	Excursion Levy	P & F Levy \$15 Cathedral Levy \$25	Total cost other fees & charges	Yearly total costs of all fees & charges	Health Care Card Scheme
1 child	\$185.40	\$741.60	\$57.50	\$230.00	\$40.00	\$148.00	\$14.50	\$30.00	\$40.00	\$272.50	\$1014.10	\$502.50
2 children	\$333.72	\$1334.88	\$115.00	\$460.00	\$80.00	\$148.00	\$29.00	\$60.00	\$40.00	\$357.00	\$1691.88	\$817.00
3 children	\$444.96	\$1779.84	\$172.50	\$690.00	\$120.00	\$148.00	\$43.50	\$90.00	\$40.00	\$441.50	\$2221.34	\$1131.50
4 or more children	Free	\$1779.84	\$172.50	\$690.00	\$160.00	\$148.00	\$58.00	\$120.00	\$40.00	\$526.00	\$2305.84	\$1216.00

All children in same family from Kindy to Year Six are entitled to family discount.
Swimming Fees of \$50.00 are payable upfront first term for all students from Pre Primary to Year Six.

6. School Uniforms

6.1 Uniform

The school uniform is compulsory. Most items are available from the Parents and Friends School Uniform Shop. Pre worn uniforms can also be obtained from the Uniform Shop. School shoes and sandals can be purchased from The Northampton Family Store.

The correct school uniform is to be worn at all times. It is the family's responsibility to ensure that students have the required items of uniform. Family support for a high standard of uniform will also help the development of student self-discipline. The uniform is, at all times, to be in a neat, clean and tidy condition, and kept in good repair.

2016 St Mary's School Uniform List

GIRLS	BOYS
Summer (Terms One & Four)	Summer (Terms One & Four)
Blue dress	Grey shorts and blue shirt with St Mary's Logo
Cornflower blue jumper or zipped jacket	Cornflower blue jumper or zipped jacket
Sandals – open toes, blue or brown with buckle Velcro acceptable for Kindy to Year Two	Sandals – open toes, blue or brown with buckle Velcro acceptable for Kindy to Year Two
Optional: Black leather school shoes with white socks (not anklets)	Optional: Black leather school shoes with grey socks
Winter (Terms Two & Three) Compulsory from Week Five Term Two	Winter (Terms Two & Three) Compulsory from Week Five Term Two
As for Summer with black leather school shoes Velcro acceptable for Kindy to Year Two	As for Summer with black leather school shoes Velcro acceptable for Kindy to Year Two
White socks (not anklets)	Grey school socks
Optional: Girls may wear navy blue tights if days are cold or long grey trousers	Long grey trousers (Optional: shorts and grey socks may be worn if days are warm.)
Sports	Sports
Unisex – School Shorts Blue St Mary's Polo Shirt White socks, no colour tops (not anklets) Predominantly white sandshoes/joggers with white laces Velcro acceptable for Kindy to Year Two Cornflower blue tracksuit	Unisex - School Shorts Blue St Mary's Polo Shirt White socks, no colour tops Predominantly white sandshoes/joggers with white laces Velcro acceptable for Kindy to Year Two Cornflower blue tracksuit
Cost	Cost
Tracksuits with school logo: <ul style="list-style-type: none"> • Pants \$22.00 • V-Neck jumper \$20.00 • Zipped jumper \$22.00 	Tracksuits with school logo: <ul style="list-style-type: none"> • Pants \$22.00 • V-Neck jumper \$20.00 • Zipped jumper \$22.00
Unisex Sports Shorts \$17.00	Unisex Sports Shorts \$17.00
Sports Polo Shirt with school logo: <ul style="list-style-type: none"> • Size 4 -16 \$27.00 	Sports Polo Shirt with school logo: <ul style="list-style-type: none"> • Size 4 -16 \$27.00
Dress <ul style="list-style-type: none"> • Material available from P&F \$10 per metre • Dresses Size 4 - 6 \$45.00 • Dresses Size 8 - 16 \$50.00 	Grey Shorts \$25.00
Grey Trousers <ul style="list-style-type: none"> • Size 4 - 6 \$25.00 • Size 8 - 12 \$27.00 	Grey Trousers <ul style="list-style-type: none"> • Size 4 - 6 \$25.00 • Size 8 - 12 \$27.00
Kindy/Pre Primary Shirts \$13.00	Blue School Shirt \$20.00
School Hat \$10.00	Kindy/Pre Primary Shirts \$13.00
School Pencil Case \$8.00	School Hat \$10.00
School Bag <ul style="list-style-type: none"> • Medium Size \$40.00 • Large size \$45.00 	School Pencil Case \$8.00
	School Bag <ul style="list-style-type: none"> • Medium Size \$40.00 • Large size \$45.00

6.2 Lost Property

Lost property is collected and held in the School Office until the end of each semester. Items unclaimed are then donated to the Second Hand Uniform Shop.

6.3 Hair

Shoulder length hair must be tied back with white or blue hair accessories. Dyed hair and radical haircuts or hairstyles are not acceptable.

6.4 Jewellery

The following jewellery is permitted to be worn at St Mary's:

- One set of sleepers or studs in each ear
- Wrist watch
- Signet ring
- Religious medal attached to a necklace

6.5 Uniforms

Parents are asked to ensure all items of clothing are clearly marked with the child's name in full.

The staff will be under instruction to monitor the standard of dress and presentation each day. The following steps will be implemented if a child is wearing an incorrect uniform without a note from the parent.

1. The teacher will informally remind the child to wear the correct uniform the next day.
2. If the child continues to wear the incorrect uniform a note will be sent home asking you to ensure your child wears the correct uniform. You will be asked to respond to this note.

7. General Information

7.1 Term Dates 2016

SEMESTER ONE

Term One

Students: Monday 1 February - Friday 8 April

Teachers: Thursday 28 January - Friday 8 April

Please note that the Easter period falls during the School Term

Term Two

Students: Tuesday 26 April - Friday 1 July

Teachers: Tuesday 26 April - Friday 1 July

SEMESTER TWO

Term Three

Students: Monday 18 July - Wednesday 21 September

Teachers: Monday 18 July - Friday 23 September

Term Four

Students: Monday 10 October - Friday 9 December

Teachers: Monday 10 October – Friday 16 December

St Mary's School 2016 Professional Development & Pupil Free Days:

Monday 7 March - Labour Day Public Holiday

Friday 25 March - Good Friday Public Holiday

Monday 28 March - Easter Monday Public Holiday

Tuesday 29 March - Easter Tuesday School Holiday

Monday 4 April - Pupil Free Day - Regional Collaborative School Improvement Project (RCSIP)

Tuesday 5 April - Pupil Free Day - RCSIP

Monday 25 April - ANZAC Day Public Holiday

Monday 6 June - Western Australia Day Public Holiday

Friday 19 August - Pupil Free Day - Staff Retreat

Thursday 22 September - Pupil Free Day - Regional Collaborative School Improvement Project (RCSIP)

Friday 23 September - Pupil Free Day – RCSIP

Monday 24 October - Pupil Free Day – Catholic Day

7.2 Art Shirt

All students are to have an art shirt to protect their uniform during art classes or the child will not be allowed to participate in the lesson.

7.3 Bicycles

Bicycles are not to be ridden in the school grounds. They must be wheeled to the racks provided. Parents are asked to advise their children to walk bicycles over the crosswalk on the main highway.

7.4 Homework

Children will be set homework four nights per week to encourage the development of good study habits. Children are also encouraged to be responsible for completing homework themselves, and having their diary signed by a parent at least once per week. Parents should sign the homework to ensure it has been completed prior to signing the diary. Contact should be made with the class teacher if any inconsistency is noticed in this area.

Happy Homework Hints

- Talk about the homework with your child
- Show interest, enthusiasm and support
- Provide a suitable study area
- Communicate realistic expectations for standards of homework
- Ensure that your child knows ahead of time when homework should be started each night and how much time should be spent on homework
- Praise your child's efforts at homework
- Encourage your child to master material, persist at homework and be curious about what they are doing
- Communicate with your child's teacher if problems occur or if your child's homework is taking longer than the recommended time to complete

7.5 School Lunches

Lunches may be ordered daily from the BP Service Station by placing an order (on an envelope, money inside) at school. The price list is available from the Office or from our website. A school fridge is available for student lunches and drinks. Please label lunch boxes and drink containers.

8.1 General Illness

If your child is ill then please consider carefully the health of your own child and the health of others in making your decision about sending them to school. Please also ensure that after a period of illness, children are fully recovered before they return to school. If a child falls sick during school hours, then you or your emergency contact will be phoned.

8.2 Accidents & Sicknesses

Teachers will attend to the minor superficial injuries at school. In the event of the teacher considering it necessary, your child will be transported by car to Northampton Hospital for treatment. In cases of suspected serious injury an ambulance will be called with parents being liable for the costs incurred. *It is imperative that we have an accurate record of your home address, phone numbers, doctor and emergency contacts.* If any of these change during the school year, you are requested to notify the Office by either:

- a) Phone call
- b) Personal visit to the Office
- c) In writing per your child

8.3 Student Records/Emergency Contact

At the beginning of each new year, all families are required to complete an information form, indicating addresses, telephone numbers and emergency contact numbers so that our records are kept up to date. All forms need to be returned promptly to the School Office.

Please ensure that all family and medical information is kept up to date by informing the Office in writing of any changes to the following:

- Home address and telephone number
- Parents' work telephone numbers
- Parents' mobile telephone numbers
- Family doctor's telephone number
- Emergency contact telephone numbers (other than parents)

8.4 Emergency Procedures

In the case of any emergency, evacuation procedures are in place. Students are to follow the instructions of the classroom teacher. Parents assisting in the school are to follow instructions of the classroom teacher.

8.5 Communicable and Infectious Diseases

A number of regulations have been drawn up by the Health Department on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced. The regulations covering Communicable and Infectious Diseases published by the Public Health Department of WA are as follows:

CHICKEN POX	Exclude for at least 5 days after rash appears and until all vesicles have crusted.
MUMPS	Exclude for 9 days after onset of symptoms.
RUBELLA (GERMAN MEASLES)	Exclude for 4 days after the onset of rash.
MEASLES	Exclude for 4 days after the onset of the rash.
HEPATITIS A VIRAL	Exclude for at least one week after onset of jaundice or two weeks after onset of symptoms.
STREPTOCOCCAL INFECTIONS	Exclude until 24 hours after commencement of antibiotics.
WHOOPING COUGH	Exclude until 5 days after an appropriate antibiotic treatment, or for 21 days from the onset of coughing.
RINGWORM	Exclude until person has received antifungal treatment for 24 hours.
SCABIES	Exclude until the day after treatment has commenced.
PEDICULOSIS/HEAD LICE	Exclude until after treatment has commenced and live lice removed.
CONJUNCTIVITIS	Exclude until discharge from eyes has ceased.
IMPETIGO (SCHOOL SORES)	Exclude for 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
HAND, FOOT AND MOUTH DISEASE	Exclude until vesicles have formed crusts that are dry.
DIARRHOEA	Exclude until 24 hours after diarrhoea has ceased.
HERPES SIMPLEX (COLD SORES)	Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.
MENINGOCOCCAL DISEASE	Exclude until antibiotic treatment has been completed.

8.6 Evacuation Plan

If you are in the classroom or school grounds during an emergency, please follow the teacher as they activate their Emergency Plan which is visible on the inside door of all buildings. The Assembly Area for all staff and students is the basketball court.

8.7 Medication

In keeping with Catholic Education Commission WA and Education Department Policy we do NOT give ANY medication to students without the written permission of Parents/Guardian.

If your child requires *occasional medication* during school hours, for example antibiotics, then a form from the School Office outlining dosage, the reason for administration and the dates and times for the medication to be taken, must be given to the classroom teacher. *The medication must not be self-administered.* A staff member will supervise the administration of the medication but cannot give the medication to a child.

8.8 No Hat No Play Policy

To safeguard the children from the harmful effects of solar radiation we have a No Hat No Play policy throughout the year. Children are restricted from playing in the sun if they are not wearing a suitable hat.

8.9 School Dental Service

Our school is serviced during school hours by the Dental Health Clinic (situated at Bluff Point Primary School. Phone 9923 1289). A dental van does visit this area. Parents will be notified when it is available.

8.10 School Nurse

A School Nurse visits St Mary's School.

8.11 Sickness

If children are not well they should not be sent to school. In the case of a serious accident or illness at school, you will be contacted to collect the child.

8.12 No Smoking

Smoking is not permitted within any Catholic school building, grounds (including land up to the boundaries on which building are located), either during or outside of school hours.

9. Special and Extra Curricula Activities

9.1 Celebration of School & Class Liturgies

To begin the school year and throughout each term, the school community celebrates with whole school liturgies. Masses will be held throughout each term. Holy Days, Special Feast Days and Special Sunday Masses appear on the calendar. The newsletter also informs you of such occasions. Sacramental celebrations and programmes are also highlighted. We welcome and encourage parents and friends to celebrate these occasions with us.

9.2 Specialist Areas

In 2016 the following specialist areas will be offered at St Mary's:

Physical Education – 50 minutes per week

Bluearth – 50 minutes per week

Art – 50 minutes per week

Information Technology – 50 minutes per week

Science – 50 minutes per week

Health – 50 minutes per week

9.3 Sport

A number of teams represent St Mary's in various inter-school programmes. These are coordinated by our Sports Coordinator, Miss Daniela Miotti. These include events during our summer and winter sport programmes. There are annual Swimming and Athletics Carnivals. The focus of the sports programme is on participating and skill development rather than competition.

All students must wear the school sports uniform on the day indicated in the School Newsletter unless a note accompanies your child giving reasons for this not being the case. Students must wear the correct school uniform when representing the school. During School Faction Carnivals, a coloured shirt will be supplied for each child to wear on the day. For weekly Sports Days the children are to wear their sports uniform.

9.4 Cultural Events and Excursions and Incursions

Excursions and incursions provide the students with valuable learning opportunities that cannot normally be experienced in the classroom. Where a visiting group provides a learning experience for the children at school, this is known as an incursion. This may include such activities as a theatre performance, Science demonstrations or Art workshops.

An excursion involves travel to a venue or activity away from the school. Class excursions are held throughout the year and are organised by the class teacher. Teachers will notify parents about any forthcoming excursions. Class teachers will organise parental assistance for their excursions, based upon the nature of the activity.

Please ensure that permission notes are returned promptly to the class teacher as it is very disappointing for children to miss out on these experiences. The annual fee covers the cost of excursions and incursions.

9.5 Excursion Permission Forms

You will be notified of these events in the newsletter or a note. If you do not wish your child to attend these events you will need to contact the Office. The form signifies your approval and permission for your child/children to attend the functions appropriate to your child/children's education as determined by the school. If this note is not returned, your child will not be able to attend the excursion.

9.6 Camp

Camps provide unique and valuable educational opportunities for the children. It is traditional for Year 5/6 students of St Mary's School to attend an extended camp as a climax to their primary school social education. These are wonderful experiences for the children, building their self-esteem, developing an understanding of the gifts and talents within the class, and helping each child develop their leadership skills. The camps are always fun, educational and certainly memorable for everyone involved.

10. School Services

10.1 Book Club

The Ashton Scholastic Book Club order forms will be sent home and children may buy any of these books by returning the order form and money. Books will be distributed following delivery to the school. Orders can also be paid online or cheques should be payable to ASHTON SCHOLASTIC BOOKCLUB. A small percentage of sales are returned to the school in the form of book purchases, which enlarges our Library collection.

10.2 Resource Centre (Library)

Children are encouraged to borrow books on a regular basis, and parental assistance is requested to ensure that returns are made in good condition. All children are to have a Library Bag (available from the School Office) at the beginning of the school year.

It is hoped that the information gathered in this handbook will assist our families in understanding the aims, routines and procedures of St Mary's School, and enable home and school to work together for the good of all students in our community.

Parents are invited and encouraged to be active participants in their children's education. With this in mind I ask you to send any feedback regarding this handbook to the school. Your input would be greatly appreciated.