



Principal's Message

Welcome to St Mary's Catholic Primary School, Concord.

For some families, starting primary school will be a brand new experience, whilst others may be starting a new journey with the next child in the family. No matter the context for this new beginning, I am grateful that you have chosen this special place for your child's education.

I am delighted to provide you with this parent handbook, which is a convenient resource for understanding our school's policies, procedures, and expectations. Please take the time to familiarise yourself with its contents, as it will serve as a guide throughout the school year.

At St Mary's, we believe that the early years of a child's life at school are foundational in shaping their future. Our proficient and dedicated team of educators is committed to creating a nurturing and stimulating environment where your child can thrive spiritually, academically, socially, emotionally, creatively and physically. We are aware of the special privilege we share with you in educating your child

Our school is part of a large system of 147 schools operated by Sydney Catholic Schools in the Archdiocese of Sydney and is part of the Ashfield-Olympic Park Network. We have a current enrolment of around 240 students. Our proudly Catholic learning environment fosters Gospel values modelled in the person of Christ.

Our Kindergarten program focuses on fostering a love for learning while building a strong foundation in essential skills. Our curriculum is designed to promote curiosity, critical thinking, and creativity, ensuring that each child reaches their full potential. Our team includes classroom and specialist teachers who strive to create a safe and inclusive learning environment where every child feels valued and supported.

Families are also supported by our knowledgeable office staff who are your first point of contact with the school during your child's time with us. A Family Faith Educator plays a pivotal role in connecting families, faith and school through parish and school-based events such as weekly playgroups and prayer groups.

Paramount to achieving success for our students is our commitment to working in partnership with parents to enhance student learning and wellbeing. Communication between home and school is vital for your child's success. Strong home-school partnerships reinforce high expectations, motivating and encouraging students in their faith and learning. As the first educators of your child, the place of parents is of high importance to us. We encourage you to take an active role in your child's learning by attending parent-teacher conferences, participating in school events, and maintaining open lines of communication with your child's teacher. Together, we can provide the best possible educational experience for your child.

Children develop positive attitudes to school when they're parents are actively involved in their learning, both at home and at school. Mutual respect and co-operation between home and school are recognised as essential to school life and in enhancing learning outcomes for the students.

Thank you for entrusting us with your child's education. We are excited to embark on this educational journey with you and your child. We hope each student finds our school to be a place of learning, friendship, joy, discovery and challenge. If I can be of any assistance to you during your child's time with us, please do not hesitate to get in touch.

Elizabeth Pisano
Principal

St Mary's Crest & Motto

Our motto, "**Truth Conquers**", encourages us to live out our Christian faith in response to God who reaches out to us in love. At St Mary's, we constantly seek the inner truth within ourselves, so that we may always search for what is true and right in all areas of our life. The intrinsic nature of St Mary's Primary School, Concord, is expressed in this motto and is reflected in the ethos of fairness, cooperation and justice for all. We strive to live the Gospel as we build our future based on "faith, hope and love".



Our Mission

We the community of St Mary's Primary School, Concord, are committed to:

- Educating in Gospel values and the teaching of the Catholic Church.
- Promoting the religious dimension of the curriculum in learning and teaching.
- Providing quality learning and teaching, which cater for the individual needs of each student.
- Fostering a cohesive staff team, and a school which promotes interaction between students, teachers, parents, pastors and the wider community.
- Living out our shared vision for academic excellence within the Catholic school system.
- Developing and maintaining effective procedures for the management and administration of the school.

Vision for Learning

Our Vision for Learning, *Open Minds, Open Hearts, Open Hands*, guides us in our endeavour to meet the needs of our students as contemporary learners, preparing them to take their place as global citizens in our ever-changing world.

School History

The School and Parish community of St Mary's Concord acknowledges the Wangal people as the traditional custodians of the land on which the school and church are built.

With the coming of European settlement other communities were established along the road linking Sydney and Parramatta. In 1844 the Concord parish site was acquired for a church and school.

St Mary's Primary School, Concord, was opened in 1853 and was administered by four lay Principals until 1883 when the Sisters of Charity travelled from Ashfield to Concord until the convent was built in 1898.

A new school building was erected in December, 1894 and opened by Cardinal Moran. The tradition of parish support has continued through the years with many buildings being erected to cater for the growing student population. The Christian Brothers' Burwood Junior School shared the site until 1988. In 1994, after 112 years of dedicated service in education, the Sisters of Charity ended their direct association with the school.

Today, St Mary's caters for a multicultural student population with family origins from over 30 diverse cultural backgrounds. It is a school surrounded in rich tradition and history, supported by the pastors and parish community. Parents, staff and students share an integral role in the life of the school.

Connection with St Mary's Parish Concord

For over 100 years St Mary's School has been an important part of the parish community of St Mary's Concord. The parish priest, Fr Paul Crowley, has led this community for nearly 30 years. The school exists today because of the commitment of the Sisters of Charity who staffed the school for much of its history and the generosity of generations of Concord families who built the school and have financially supported it since the first school was opened on this site in 1853.

St Mary's School continues the commitment of St Mary's Parish to provide a Catholic environment for the education of the young. In choosing to send your child to St Mary's School, you have expressed your desire for your child to grow and be educated in a Catholic environment.

We encourage parents to support their child's faith journey by taking them to Mass each Saturday or Sunday, where they learn to participate in a meaningful and prayerful way in church along with the parish community. Family Masses are also held for each colour house at regular intervals throughout the year. All families are encouraged to be actively involved in the Parish community.

Parish Information

St Mary's Parish Office

Telephone: 9747 4210

Sunday Mass Times at St Mary's Church Concord

Saturday Vigil: 6.00pm

Sunday Masses: 9.30am and 6.00pm

Family and Faith Program

The Family and Faith Program is an initiative of Sydney Catholic Schools. Leeanne Favotto is the Family Educator (FE) employed to implement this program at St Mary's Concord. The program aims to provide a link between the parish and school families to support their faith life and wellbeing within a Catholic community. You are encouraged to become involved in the wide range of activities provided to connect your family to both the school and parish.

Four Areas for Family Support Include:

1. Parent Faith Life

- Shared prayer opportunities for parents such as the Rosary in the Garden, Lent and Advent Programs.
- The Right of Christian Initiation to support parents who wish to become Christian
- Catholic sacramental workshops to support your child receiving their sacraments.



2. To Connect Families to the Faith Life of the School

- Parents can participate in a wide range of activities such as serving pancakes on Shrove Tuesday, making palm crosses for Palm Sunday and joining our parent-led Stations of the Cross during Holy Week.



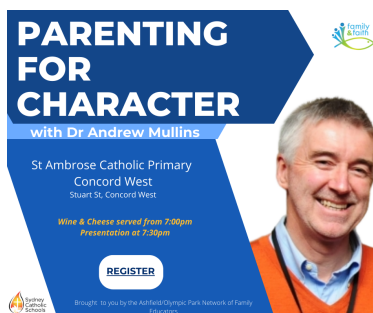
3. To Connect Families to the Faith Life of the Parish

- Our families support our local St Vincent de Paul Society through both the winter and Christmas Appeals.
- Families combine to provide welcome and hospitality to families after our 9.30am Sunday mass for sacramental celebrations, grade masses and family events.
- Our parents are involved with a variety of parish ministries such as Children's Liturgy, Eucharistic Ministers, Choir and "Coffee and Connect" Rosters.



4. To Support Family Wellbeing.

- St Mary's Playgroup is led by the FE and operates each Friday morning in the hall to connect and support our school and parish families.
- Our Year 6 Pope Francis students create "Heartfelt" bereavement packs to support families suffering loss and trauma. These are shared with the parish and school communities.
- Welcome packs, coffee connection mornings, Grandparents Day, Mother's Day and Father's Day breakfasts and parenting events are also supported by the Family Educator.



The FE aims to support you and your family by connecting you to the school and parish community.

Please introduce yourself to Mrs Favotto and contact her at leeanne.favotto@syd.catholic.edu.au for support. Mrs Favotto is onsite each Monday, Wednesday and half day Friday.

Religious Education Curriculum

Your decision to send your child to our Catholic school carries the responsibility of supporting our Religious Education program outlined below. Your child's Religious Education is fostered by the partnership of home, parish and school. Hand in hand with parents and our Parish Priest, Fr Paul Crowley, we endeavour to provide our students with an awareness of God's personal love for all of us.

At St Mary's, the children join a community where the values of Jesus are taught and lived, where people encounter and acknowledge their God, and where they can discover their place in the story of their people. The aim of our school is the holistic development of each child: the cultivation of the mind, the spirit, the body, the character and the imagination.

The formal Religious Education curriculum for students in Kindergarten to Year 6 is called *To Know Worship and Love (KWL)*. It focuses on the student's growth in Religious knowledge, skills, values and attitudes over their years of Primary schooling. To support the curriculum the KWL textbooks are used by the students as a resource both at school and at home to encourage discussion with parents.



Central to the religious education program are the children's own lived experiences, Scripture, the doctrines and traditions of the Church, celebration through prayer, the Eucharist, the sacraments and other forms of worship. The liturgical year provides the framework for the Religious Education curriculum. At its heart is the Paschal Mystery - the life, suffering, death, resurrection and ascension of Jesus. The journey through each liturgical year involves recollection of events in the life of Jesus, celebration of the dynamic presence of Jesus Christ with us now, and the hope filled expectation of the fullness of the

reign of God. The Religious Education curriculum is organised under five content strands: Liturgical Year, Self, Others, Church and Creation.

School Masses and Liturgies

On special feast days or celebrations the children attend Mass as a whole school. The school feast day for St Mary's is celebrated on the 15th August, the Feast of the Assumption of Mary. This is a whole school celebration and parents are always welcome to join us on this occasion. Whole school liturgies are celebrated each term in accordance with the Church's liturgical seasons and special feast days. The children may also participate in their own class or grade masses.

Our Learning Culture

As a Catholic school community we believe children learn best in an environment which is permeated by Gospel values and the teachings of the Catholic Church.

The teachers at St Mary's strive to know each learner and share their expertise to inspire and challenge students to develop their full potential. We recognise that children learn at different rates and in different ways. Therefore we take a student-centred approach to learning, providing differentiated, relevant and meaningful opportunities for students to thrive across all curriculum areas.

Teachers set high expectations for students in areas including values, behaviour, motivation, self-discipline, responsibility and personal integrity. Our best assets are our students and our success is defined by the confident way in which they are able to articulate their learning and love for their school.

As such, St Mary's classrooms will reflect:

- A positive, secure and non-threatening environment.
- Attention to the development of the whole child - spiritually, academically, socially, emotionally, creatively and physically.
- Collaborative design of curriculum and learning experiences offered to each student.
- Teaching/learning styles where students are encouraged to take responsibility for their learning.
- Learning that is consistent, developmental and challenging. This means high expectations are accompanied by high support for students to meet their goals.
- Students actively engaged in the learning process where individual talents are recognised and nurtured.
- Opportunities that enable students to find meaning in their Catholic faith and bring it to life in their own lives and culture.

Open Hands

We are faith filled members of God's Family guided by hope and truth

We are SAFE

We take responsibility for the safety of all.

Open Hearts

We are kind, respectful, compassionate and generous.

We are KIND

We use kind words, kind hands and kind hearts.



Open Minds

We are curious, collaborative, persistent and flexible learners.

We are LEARNERS

We achieve our best when we use learner dispositions.

Our Staff

School Leadership Team

Principal	Elizabeth Pisano
Assistant Principal	Ben Nolan
Religious Education Coordinator	Michelle Sraih
Co-ordinator	Debbie Belim

Classroom Teachers

Daniella Franze, Lara Livolsi, Adriana Petas, Sara Chaoud, Debbie Belim, Angela Wakim, Stella Lo Basso, Daniela Parnell, Adam Barbaro, Giselle Marchisone, Jessica An, Kathryn Odbert

Specialist Team

Learning Support Teacher	Anne Ryan
EALD Teachers	Carmen Danaskos
Newman Gifted Education	Giselle Marchisone
Reading Recovery	Michelle Sraih
Music	Simone Butler
Physical Education	Tania Fortunato
Languages (Spanish)	Loreta Dagg
Library Assistant	Jennifer Wallace
Executive Release	Vanessa di Cecco
Learning Support Officers (LSOs)	Maria Ong, Jannet Stavrou, Dianne Caruso, Josephine Colasuonno, Adelina Calvisi, Katharine Rossie Mouawad, Youngho Cho, Silvia Gallo

Office Staff

Finance Secretary	Maura Iacono
Administration Secretary	Francesca Calcagno

<u>Family Educator</u>	Leeanne Favotto
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<u>School Counsellor</u>	Alisia Previtera
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<u>Parish Priest</u>	Fr Paul Crowley PP
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School Hours

Morning Bell:	8:50am (Children move to lines)
School Commences:	8:55am
Lunch:	11:25am - 12:10pm
Wash Bell:	12:07pm
Class Bell:	12:10pm
Afternoon Tea:	1:50pm -2:20pm
Wash Bell:	2:17pm
Class Bell:	2:20pm
Dismissal:	3:10pm

School Contact Information

Address: 60 Burton Street, CONCORD NSW 2137

Telephone: (02) 9744 0260

e-mail: info@stmconcord.catholic.edu.au (all school correspondence to office or teachers)

Compass – Parent Portal

Our school uses Compass as our Parent Portal. Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress.

Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's progress and semester reports
- Book parent-teacher conferences
- Pay and provide consent for events and school fees



Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' wherever you download your apps.

Every parent receives a separate login to Compass which will be provided to you by our school. To log in, you will require your unique family username and password. These details will be provided to you by our school upon your child's commencement at St Mary's.

Activities

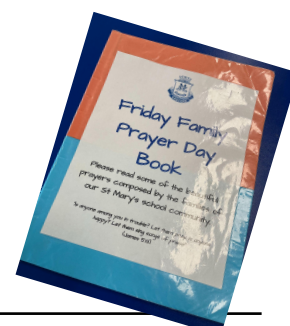
All children are required to participate in ALL school activities. Exclusion from any activity such as sport, fitness and physical education programs, excursions, inability to wear uniform will require a note from the parent to explain why the child cannot participate.

Assemblies

Assemblies are held twice a week on Monday mornings at 8:55am and Friday afternoons at 2:45pm. Assemblies usually take place on the Library playground if the weather is fine. Parents are welcome to attend all assemblies.

Monday morning assemblies are for announcements that will affect the children for the coming week. Student birthdays are acknowledged and the flag is raised while the National Anthem is sung.

Friday assemblies usually include a class or family prayer which reflects a Christian theme.



Students also receive achievement awards for good work or school values on Fridays. This is also the assembly when our school scoreboard is updated with colour house points for the week.

In the final week of each term, one student per class receives a Certificate of Merit based on an area of growth throughout the term.

Before & After School Care - SMOOSH



SMOOSH stands for "St Mary's Out Of School Hours" Care. This service commenced in 2004 and has proven to be an enormous asset for parents and students in our community.

SMOOSH operates on the school premises and is exclusively for our students only. A designated area in the school hall is used to run before school activities daily from 7am to 8:25am when a teacher commences morning duty on the playground. Afternoon activities run between 3:10pm and 6pm each school day. This service runs separately from the school. If you are interested in enrolling your child in SMOOSH, please visit their website <https://smooshconcord.com.au/> and contact Jodie White on 0401 828 636.

Bus Opal Passes

All children in Kindergarten, Yrs 1 & 2 who travel regularly by bus are eligible for free bus transport to and from school. These can be applied for at the end of Term 4 or at the beginning of the school year.

All children going into Yr 3 must re-apply for a bus pass at the end of Yr 2, even if they already held one. Passes are not automatically re-issued. **Children in Years 3 - 6 must meet the eligibility criteria in order to receive a free pass (see below).**

The Department of Transport determines the guidelines for the Free School travel program operation. This privilege is granted to eligible students to travel between home and school only by the most direct and cost effective route. Students are required to travel by the same route in both directions.

Eligibility

- From Kindergarten to Year 2 no minimum walking distance restrictions apply
- From Year 3 to 6 students must live more than 1.6kms in a direct line from school or 2.3kms walking distance. Walking distance applications should be sent to the Department of Transport with a letter estimating walking distance where this can be verified before a pass can be issued.

Conditions of Use

- Monday to Friday ONLY. Return journey must be commenced by 6.30pm. After this time the student must purchase a ticket for the journey.
- Normal school days ONLY (No school holidays)
- Use only by student named on the Free Pass

- Use from and to stops named on the Free Pass, for direct travel between home and school without any break of journey
- Cannot be used at intermediate stops
- Students must not occupy a seat when seats are not available for adults

Catching a bus places a serious responsibility on children to follow the bus rules. Strict penalties are now in place to confiscate bus passes from children who do not adhere to these rules. Parents are encouraged to reinforce these rules with all their children.

Canteen

Our school canteen is currently operated by an external company with many school canteens across Sydney. The canteen is open 5 days a week for lunch orders and the buying of snacks and drinks. Canteen menus are available in the school office and via the Compass app.

The School has a healthy food policy which states that 'junk food' such as chocolate, lollies, chips and fizzy drinks are **not allowed**. Our school canteen is certified by the NSW Healthy School Canteens Strategy.

The current canteen arrangement is currently under review and we hope to be able to continue to offer this service in the future with a new provider. All information regarding changes to the current canteen structure will be shared with the community via the Compass app.

Curriculum

The school offers a varied curriculum to cater for the individual needs and interests of all students. Documents from Sydney Catholic Schools (RE) and the NSW Education Standards Authority (NESA) form the basis of our school learning programs.

Curriculum Areas

- | | |
|---------------------------------|--|
| ● Religious Education | ● Science and Technology |
| ● English (including Languages) | ● Creative and Practical Arts |
| ● Mathematics | ● Personal Development Health and Physical Education |
| ● History and Geography | |

Extra-Curricular Areas

Choir, Public Speaking, Drama, Speech and Performing Arts Eisteddfods, Chess, Martial Arts, Sport Gala Days.

Special Programs at St Mary's



AMADEUS MUSIC PROGRAM

St Mary's launched and implemented the Amadeus Music Education Program in 2023. Research has demonstrated that learning music can improve academic success in language and mathematical development, memory, attention span, self-discipline and coordination. The Amadeus Music Education Program runs during school hours and consists of three parts:

1. Classroom Music



Kindergarten to Year 6

2. Small Group Tuition



Year 3 to Year 6

3. Ensemble Rehearsals



Year 3 to Year 6

1. Classroom Music

A specialist music teacher provides weekly music lessons in the classroom to all students from Kindergarten to Year 6.

2. Small Group Tuition

A range of Instrumental Tutors are employed to teach students in Year 3 to Year 6 to read music and play their instrument in groups of 5-7 students. Tutorials take place weekly.

3. Ensemble Rehearsal

A conductor leads students in Year 3 to Year 6 in weekly ensemble practice.

To participate in the Amadeus Music Education Program, students are provided with their own instrument, which is on loan to them from the school and is theirs to take home for the year. All instruments are returned to the school at the end of the school year. Students care for their instrument and remember to bring it to school on the day of their small group tuition and ensemble rehearsal. Parents are billed a nominal fee per term for instrumental hire and maintenance. This fee is included in the annual school fees.



SPECIAL EDUCATION PROGRAM

This program caters for children who have been assessed with specific learning needs and require additional support with their schooling. They may need additional funding to support their learning needs or to provide specialised resources and learning materials. Assessments may be undertaken prior to a child commencing school or may be requested by school staff to assist with identifying the most appropriate ways to support a student's learning needs. We regularly work in close collaboration with Allied Health professionals such as speech and occupational therapists, child psychologists or physical therapists to provide daily opportunities for students to practice specific skills to assist them with their learning.

INTERVENTION PROGRAMS

St Mary's offers a wide variety of intervention programs to assist students who need additional help. These programs include:

- Reading Recovery (Year 1)
- Phonics and Phonemic Awareness Instruction
- Language and Numeracy Intervention, including support for students with English as an Additional Language or Dialect (EALD)

GIFTED EDUCATION - NEWMAN PROGRAM

Students who demonstrate extensive ability or gifts and talents in particular areas of their learning are supported and extended. CoGAT testing takes place in Years 2 and 4 to formally identify these learners. Teacher and parent observation and referrals are also taken into account when identifying student ability. Individualised gifted and talented learner profiles are then created to identify ways in which the curriculum may be differentiated significantly beyond that of peers of the same age. Students are regularly assessed to identify areas of strength and provided with extension accordingly. Opportunities exist for identified students to participate in challenge programs within and outside of the school, where they are able to engage with like minded peers and specialist teachers. In some instances, subject or grade acceleration may be offered to meet the needs of these learners.

Assessment

Students are regularly assessed in order to determine the effectiveness of the teaching and learning programs and to provide timely information on student attainment in learning outcomes. Assessment also serves to inform teacher planning of differentiated learning programs. Assessment of a student's learning may be summative (at the end of sequence of learning) or formative (taken incrementally throughout the learning). We utilise a range of standardised, formal diagnostic assessment tools along with informal classroom assessment practices.

Assessment techniques may include:

- observation and questioning
- listening
- structured interviews

- student/ teacher discussions
- open-ended tasks (investigations)
- practical day to day tasks
- student explanation and demonstration
- analysing samples of student's work
- analysing NAPLAN and Year 6 RE test results
- School designed pen and paper tests
- diagnostic assessments for literacy and numeracy

Testing and monitoring of progress in learning

- Students in Years 3 and 5 sit for the NAPLAN (National Online Assessment) in March each year.
- Year 6 sit for the Religious Education Test.
- Class teachers meet regularly with the EALD teacher, Diverse Learning teacher and Principal to monitor the progress of every student from Kindergarten to Year 6.
- The Numeracy Clinical Interview is administered to all Kindergarten students at the end of the year and referrals for students from Year 1 to 6 to identify and diagnose students' growth in numeracy.

Excursions and Incursions

Excursions and incursions are an important part of the education of our students. Each year you will be asked to give permission for your child to attend excursions that are off the school site. Excursions and incursions are not days off school but an integral part of your child's learning program and social development. They are a way of building the field of knowledge of students and expose them to experiences that may not be available inside the school gates. They help us provide the students with access to specialised personnel with specific skills in areas that students need to learn about.

Excursions and incursions are non-profit making exercises and we aim to keep costs to a minimum. The cost for excursions is billed to your child's school fee account, unless otherwise specified.

Permission is given digitally via the Compass portal. Unless otherwise advised, school uniforms are worn during excursions.

Fees and Charges

Enrolment of a child at St Mary's requires parents to meet the financial obligations of enrolment. These are outlined in the enrolment process. Every effort is made to keep fees and charges to a minimum, whilst endeavouring to provide quality education for each student.

The fees charged at St Mary's are made up of:

- The ***Archdiocesan Tuition Fee***. This fee is set each year by the Sydney Archdiocesan Catholic Schools Board which has responsibility for all Catholic Systemic primary and secondary schools.

These fees cover operating costs such as teachers' salaries and student accident insurances and other operating costs. These fees are collected by the school annually.

- The ***School Building Levy***. This levy covers the cost involved in the repayment of loans for school buildings, repairs and maintenance and building insurance. This Levy is invoiced per family annually.
- ***School Resource & Administration Fee***. This amount will provide your child with all the classroom requirements for the year. This includes, but is not limited to, exercise books, paper, pens, coloured pencils, art and craft requirements.
- ***Excursions Levy***. All excursions are organised according to the curriculum covered in a particular grade. Therefore the number of excursions and amount of excursion levy per year may vary from grade to grade. An excursion Levy will be invoiced to the fee account at the beginning of the year.
- **Other Programs and activities**. These amounts are invoiced to your school fees at the beginning of the year and may include the Amadeus Music program, language programs, carnivals, and sport and swimming programs.

Sibling and family discounts apply to the Archdiocesan Tuition Fee for families with more than one child, or with children attending other Catholic schools within the Archdiocesan system of schools. A notice outlining School Fees is sent out annually. Fees can be paid by cash, cheque, credit or debit (EFTPOS) cards and BPay.

If any family is experiencing financial difficulty, it is important to meet with the Principal as early as possible to discuss options. This meeting is confidential between parents and the Principal.

Homework

As educators at St Mary's we believe that homework activities set by the teacher for completion at home assist students to:

- develop effective study habits, self-discipline and the acceptance of responsibility
- reinforce and practise skills learnt in class
- consolidate outcomes covered
- share their achievements with their family

Homework provides parents with the opportunity to encourage, express approval and relate positively to their child and gives an indication of the learning being addressed in class.

PROCEDURES

1. An outline of homework expectations is sent home at the start of each year.
2. Homework tasks must include Reading, Spelling and Mathematics and may include work from other Key Learning Areas.
3. Homework is to be completed over a minimum of 4 nights.
4. It is an expectation that children must read daily.
5. Use of technology should be included for Stages 2 and 3 where appropriate.
6. The recommended time to complete all homework tasks per night is detailed below:

Stage	Compulsory Reading	Formal Set Work
Early Stage One (No more than 20 minutes per night)	10 minutes	10 minutes SIGHT WORDS
Stage One (No more than 20 minutes per night)	10 minutes	10 minutes Maths Spelling
Stage Two (No more than 30 minutes per night)	10 minutes	20 minutes Maths Spelling
Stage Three (No more than 45 minutes per night)	15 minutes	30 minutes Maths / other KLA- project maybe

7. Spelling lists are tested weekly. It is therefore an expectation that these words are learnt as part of the child's weekly homework.
8. Homework activities are explained clearly prior to being sent home.
9. Parents will sight and sign set homework. This will indicate that parents are satisfied with the work completed by their child.
10. It is the responsibility of the classroom teacher to oversee homework corrections e.g. underlining of misspelled words/ small comment/ acknowledgement of effort.
11. Incomplete class work may also be allocated as homework when appropriate.
12. In general, homework tasks are not set for completion during school holidays, nor will homework be set for students on leave during the school term including holidays/ sickness.
13. Children should complete homework to the best of their ability with minimal assistance from parents.
14. Reading Recovery homework is to take precedence over class homework.
15. Homework that is not submitted will be communicated to parents.
16. There will be no consequences K-4 for incomplete or late handing in of homework. This work will not be marked by the teacher.
17. If a parent does not wish their child to complete homework, it will be formally communicated in writing to the class teacher. The teacher will update the student record and will indicate N/A in the homework column on the student's report.
18. Teachers choose the homework format, however this must be consistent across the grade.
19. Maths homework is to be set by class teacher or maths teacher depending on the mutual agreement made between all teachers in the stage.

Important Health Message

Immunisation

The Department of Health recommends that children entering school should be immunised. This is particularly important because your child will be coming into contact with many other children and infections can spread very easily.

**It is compulsory that an Immunisation History Statement be obtained for your child,
a copy must be filed in the school records**

Head Lice

For health reasons, students who have long hair must have it tied back at school. If lice or nits are found in your child's hair, it is necessary to use a recommended preparation available from the chemist. Parents should ensure that they follow NSW Health Guidelines to eradicate head lice.

Medication

Medication will not be administered by St Mary's staff without written authorisation to do so, unless provided as emergency first aid or as a life saving measure. For all medication that is administered to students, an 'Authority to Administer Medication' form must be completed and provided to the school. The medication, regardless if it is prescribed or non-prescribed medication, must be recommended for use by a medical practitioner. If concerns exist, the Principal may seek further information from the Parent or Guardian.

St Mary's staff must not allow students to take the first dose of a new medication while at school. A new medication may lead to a reaction. Parents and Health Professionals are best placed in undertaking this task. School staff must notify parents as soon as it has been noticed that medication quantity is low, or is approaching the use by date.

ST MARY'S ADMINISTERING OF MEDICATION PROCEDURES

Supplied Medication Requirements

All medication supplied to the school must be in the original container. The container must be appropriately labelled which includes at a minimum:

- student name
- strength and description of the medication
- dose and route of administration (may include the duration of therapy)
- correct storage information, expiry date and batch number
- time the medication is to be taken
- any other relevant directions for use, e.g. whether the medication is to be taken with food

"Five Rights" of Medication Administration

To ensure that medication is administered correctly, schools should follow the "five rights"

1. **Right person** - Verify the student's identity and check against the name on the prescription medication box
2. **Right medication** - Confirm that it is the right medication before removing it from the box and before administering to the student
3. **Right dosage** - Check the dosage on the medication box and on the "Medication - Authority to Administer" form. Ensure that these match and are correct. If there is any discrepancy, please clarify with the parent or guardian
4. **Right time** - Check the frequency of administration and ensure that it is being administered at the correct time. Check when it was last administered

5. **Right route** - Medications have specific routes of administration, including:

- Orally - By mouth
- Sublingual - Under the tongue
- Nasal - Through the nose
- Inhalation - Breathed in
- Topically - Applied to the skin
- Injection - Under the skin

Newsletters and Notes

The newsletter is published fortnightly throughout the whole year. The newsletter is uploaded via the Compass portal.

A plastic A4 wallet may be useful to include in your child's bag so that notes to and from school can be easily located.

Nut Free School

A growing number of students are chronically allergic to peanuts, nuts and nut based products. These children must exclude all peanuts/nuts and nut-containing foods from their diet to prevent a severe reaction called Anaphylaxis/ Anaphylactic Shock.

Anaphylaxis is a sudden, severe, potentially fatal allergic reaction.

To ensure the wellbeing of all students **St Mary's is strictly a NUT FREE environment.**

This means:

- The school is a NUT FREE ZONE. **NO PEANUT BUTTER, NUTELLA, MUESLI BARS OR NUT PRODUCTS ARE TO BE BROUGHT TO SCHOOL OR SOLD IN THE CANTEEN.**
- Students are encouraged to wash their face and hands thoroughly and clean their teeth before coming to school. At school students are encouraged to wash their hands after meals.

Parent Engagement and Volunteering

Children love to see their parents helping out in the school and your presence will also send the message to your child that you consider school a very important part of your family's life.

Volunteers in the classroom and for various school activities are a highly valuable part of our school life.

Child Protection legislation requires that all those who undertake volunteer tasks on behalf of the school, where those tasks may involve unsupervised contact with students, must have a **valid Working With Children Check number and expiry date.** These checks are conducted by Service NSW and are free for volunteers.

The NSW law allows (in most circumstances) parents and close relatives to volunteer in activities that involve their own children within the classroom.

At St Mary's, we require that all parents and close relatives wishing to volunteer for activities off the school must attend an **Induction Session** led by the Principal early in Term 1. Induction opportunities will be advertised through Compass.

SMSCPA (St Mary's School Concord Parent Association)

Parent involvement contributes to building a welcoming and inclusive school community and helps to create a happy learning environment for our students.

Research has shown that:

- Parents are the first and most important educators of their children.
- Parents and teachers working together positively affects the educational performance of students, increases self-esteem, and creates an environment where home and school are seen to operate in partnership.



We have a number of committees that parents can volunteer to be involved in, including being on the Executive of SMSCPA. Nominations for roles are taken at the Parent Association AGM. You can get in contact with members of the executive team by email smsc.parents@gmail.com

Fundraising

Fundraising is an important part of school life. Schools are funded partly through government grants and partly through fees paid by parents. Often schools raise additional funds to purchase special items and resources that the school requires, for example library books, STEM and playground equipment. Each term several fundraising activities take place. Families are invited to support school fundraising to the best of their ability. Parents' assistance in organising these activities is always most appreciated and enables us to offer richer opportunities for all students.

Playground Rules

Students will be designated to their own play areas during breaks. These include before school, lunch and recess breaks. Children remain seated in the 'eating area' from 11.25am to 11.40am to eat their lunch. Students will be responsible for keeping the grounds tidy. Students will refrain from running and playing on the playground after school hours. Students will answer bells promptly and walk to their class lines.

School rules are simply: **We are KIND, we are SAFE, we are LEARNERS**

At St Mary's, we encourage positive behaviours for learning. Appropriate behaviour is rewarded using tokens called Mary's Merits. Students accumulate these merits to achieve class rewards. These rewards, along with classroom rules are co-constructed between students and teachers in each class. Once students reach a certain number of merits, they may trade them for class rewards.

At the end of each week, class representatives and the school colour captains tally the total number of merits achieved by each class. Points are then added to the whole school colour house scoreboard at Friday assemblies. The colour house with the highest score is rewarded with a fun day twice per term (Week 5 & Week 10)

Reporting

Parent/Teacher Meetings, Parent/Teacher Interviews, Student Work Samples and written reports are all part of the school's reporting system. Written reports are uploaded in Compass in June and December. Formal Parent/Teacher meetings are held in Term 1 to set goals for learning and at the end of Term 2 to discuss student progress after Semester One reports have been shared.

Parents may request an interview with a classroom teacher at any time during the year, at a time convenient to both parties. Please contact the school office via email if you require an interview. Classroom teachers may also contact parents to request a meeting if they consider it necessary. Parent/Teacher communication is essential if the partnership between home and school is to be effectively fostered.

Working with your child's teacher

1. Know what your teacher is trying to achieve
2. Keep your expectations reasonable and positive
3. Support your teacher's expectations and activities at home
4. Send children to school ready to learn and on time each day
5. Inform us early of your child's challenges and changes
6. Upskill children to work with others
7. Respectfully seek joint solutions to problems and difficulties
8. Participate fully in class and school activities
9. Trust your teacher's knowledge, professionalism and experience
10. Talk up what happens at school

Help your children become great learners

- ✓ Encourage good eating, sleep and exercise habits
- ✓ Train the brain with games and puzzles
- ✓ Take a real interest in what they're learning
- ✓ Be a model and learn something new every day
- ✓ Read with children of all ages
- ✓ Ask questions to stimulate their curiosity
- ✓ Talk through homework activities
- ✓ Help kids set learning goals
- ✓ Encourage them to take risks as learners
- ✓ Develop their strengths and build on deficiencies

Safe Car Pick-Up Zone

St Mary's offers an after school pick up system whereby children are escorted to the gate and parents simply drive up and collect them without having to park their vehicle. This system is available to Kindergarten students later in the term or following discussion with the class teacher. To register for this system, please contact the school office as you will need to display a name sign in your vehicle.

**PLEASE NOTE THAT THIS ZONE IS REGULARLY MONITORED BY CITY OF CANADA BAY PARKING
RANGERS AND FINES ARE HEFTY.**

Important notice for Safe Pick Up Zones:

- Safe Pick Up zones are for your child's safety, your convenience and to minimise congestion and confusion.
- Drivers must remain in or within 3 metres of the vehicle.
- Cars should only remain in the pick-up zone for up to 2 minutes
- School zones operate from 8.00am-9.30am and 2.30pm-4.00pm on school days.
- At St Mary's the school zone is supervised by teachers from 3:10pm to 3:30pm. Parents are encouraged to delay their arrival in order to minimise the amount of traffic and congestion in the school zone at 3:10pm.

TO HELP CAR PICK-UP RUN SMOOTHLY, PLEASE REMEMBER:

DO NOT LEAVE YOUR VEHICLE

To assist with traffic flow, drivers should remain in the car whilst children get in and out. Children should travel with bags in the car, not in the boot

BE TIMELY

If your child does not get in or out of the vehicle within 2 minutes, you must leave and re-enter the Safe Pick Up zone.

STAY IN SEQUENCE

Don't cut in the queue. Drop off or pick up your child close to the top of the zone, allowing vehicles following you to enter the zone in an orderly manner.

CHILD SAFETY

Please ensure children get in or out of the vehicle on the curb side of the car. The back seat is the safest seat for children to travel in, regardless of the make of vehicle. Ensure children have their restraints securely fastened before driving off. *Do not allow children to use the boot to put bags in and out of the vehicle.* This requires them to stand between cars and could lead to serious accidents in the event that either car moves forwards or backwards whilst a child is in position. Young children are extremely hard to see in this position and it is absolutely discouraged in the Kiss and Ride Zone.

NO U-TURNS

Do not do U-turns in busy school zones. They are dangerous and put children at risk. Crossing over double white lines is an offence and the fines are hefty. It is also illegal to do a U-turn on either side of a school crossing. Parents are discouraged from using neighbouring driveways to do turns outside the school. This is because children and their parents walk across these driveways as pedestrians before and after school.

CONVERSATIONS

Please limit conversations whilst in the Safe Pick up zone and remember NEVER USE MOBILE PHONES while driving.

The Safe Pick-up system DOES NOT OPERATE IN WET WEATHER. Parents will be notified via Compass when the zone is not operational. You may not park your vehicle in the zone and walk onto the playground to collect your child as this leaves your car unattended in the zone for longer than 2 minutes.

Child Protection Act Information

St Mary's is committed to ensuring the safety, welfare and wellbeing of each student. Our dual obligation to the education and faith formation of each child is of the utmost importance. To facilitate this educational and spiritual development it is important that every student is safe while at school, and protected from any concern arising outside of school which may impact their capacity to engage fully in their studies and faith formation. St Mary's employees have significant obligations as mandatory reporters, for the safety of children and young people.

We embrace active participation with parents in committing ourselves to our students by:

- o fostering the dignity, self-esteem and integrity of each person
- o working with those who experience disadvantage
- o collaborating with others for the good of all
- o inspiring hope and a positive vision for the future.

In our school, the parents, the parish priest and school staff:

- o view the child as paramount in the development of policies that address child protection
- o work together to ensure that the school environment is one in which students feel safe to disclose 'risk of harm' if this is an issue for them.
- o work together to develop child protection and abuse prevention policies as part of the school's broader pastoral care policy
- o reinforce the key concepts in personal safety education.

Since the Child Protection legislation became law in NSW, Principals are required to ensure that all staff, volunteers, parents, sub-contractors, guest speakers, tradespeople and priests who are in contact with children have a valid Working With Children Check.

Privacy Act

St Mary's and Sydney Catholic Schools have always respected the rights of the individual to privacy and have tried to reflect this through policy and practice.

The purpose of this legislation is to establish a nationally consistent approach to the handling of personal and sensitive information held by schools. The Act regulates the collection, use and storage of all the information held by schools about students, families, school contractors and potential employees.

You can be assured that in implementing the provisions of the Act, we will maintain our strong commitment to the safeguarding of personal and sensitive information entrusted to us. The Standard Collection Notice sheet outlines the reasons the school collects information about students and their families and the way that information will be used by the school.

School Rules: WE ARE KIND, WE ARE SAFE, WE ARE LEARNERS

These rules are prescribed for the greater good of the students and the school. They are not intended as a restriction, but rather as a guideline to foster consideration, self-discipline and a sense of responsibility. It is absolutely essential that a common bond (rules) should unite all the students and the school, and make the attainment of the school goals more pleasant, harmonious and fruitful.

Hands Off Policy

This is a rule we give the children which means:

"I must keep my hands off other people and other peoples' things, and they may not touch my things or me"

This is a very simple statement and we seek your support in encouraging the children to keep this rule. Through this rule we are trying to teach the children respect for each other and for property.

We encourage children to realise that violence does not solve problems, it just creates new problems.

Behaviour / Good Manners

- All students will show respect for and be polite to all staff members, priests, other adults and students
- Students will show respect for each other and refrain from fighting, bullying and using inappropriate language
- Students must care for their own and other people's property
- Students will have good manners at all time and especially when travelling on public transport

Consequences:

- Letter of apology to the person offended.
- Self-reflection exercise.
- Behaviour log recorded to monitor behaviour
- Removal of privilege
- Parent contact and appointment

Buildings & Equipment

- Students will move quietly and sensibly around school buildings, both inside and out
- They will refrain from playing around toilet blocks
- Students will look after school buildings, furniture and school equipment
- Students do not enter classrooms at lunch and recess breaks unless class teachers are present
- These rules are summarised as 'We are kind, we are safe, we are learners.'

Staff Development Days

Sydney Catholic Schools endorses that schools have a minimum of five staff development days each year. This is a requirement of the enterprise agreement for teachers. The first day of the school year is the Staff Development Day for Term 1. In addition to this, the school will plan each additional day with a focus on meeting the goals of our Annual Improvement Plan. Staff development includes but is not limited to staff faith formation and spirituality, curriculum development and collaborative planning. Parents will be advised of Staff Development Days throughout the year with at least four weeks notice.

Teacher Release from Class

As part of the Enterprise Agreement, teachers have an entitlement to weekly release from face to face time to engage in professional planning and compliance responsibilities such as:

- developing class programs and resources
- creating or marking assessment tasks
- collaborating with peers and members of the leadership team
- observing teaching in other classrooms
- engaging in professional learning opportunities both internally and externally

The goal of release time is to enable teachers to stay abreast of current research and pedagogical practices and to promote teaching excellence. These opportunities serve to benefit students and their learning.

Student Attendance

St Mary's school hours are 8:55am to 3:10pm (with supervision provided from 8:25 am). Parents are required, by law, to have their children at school during the hours the school is operating. We respectfully advise that parents should not make any appointments involving their children during normal school hours. Children will not be permitted to leave school grounds without permission and/or unaccompanied. Parents should advise teachers, in writing or by phone, if their child's attendance or departure routines change.

Leaving Early / Arriving Late

If children leave school during school hours, parents must report to the office to complete the electronic Compass entry. **Please avoid picking up children during the lunch and recess breaks as it takes much longer to locate children on the playgrounds.** Children arriving late must be accompanied to the office by a parent or carer to complete the necessary Compass entry.

Valuable learning time is lost when children arrive at school late. This may also create undue stress for the child who has to catch up with instructions they have missed. Please ensure children are on time each morning to avoid time missed from class being recorded on your child's report.

Both full day absences and part absences will be recorded on students' semester reports.

Change of Address or Telephone Number

It is essential that you notify the school immediately of any change to your address or telephone numbers so that we are able to contact you quickly in the event of an emergency. If your child is ill, it can be quite distressing for him/her if we are unable to contact you because our records are incorrect. Please also remember to inform us of any changes to the details of people you have listed as additional emergency contacts, like grandparents and other relatives or carers.

Custody of Children

The school requires a certified copy of Court Orders pertaining to parent custody. It is important that the school is advised as to who is permitted to collect your child at any time. This avoids any confusion or the possibility of a child leaving the school premises with an unauthorised person.

Children Sick at School

If children are sick at school parents will be contacted. The child will remain at school until a parent arrives. Parents must sign the child out at the office via Compass.

It is **not** necessary to make a phone call to school if your child is absent. It is essential to attach a note to your child's Compass profile to explain their absence.

However, if your child will be absent for an extended period of time or has a serious condition you should notify the school office.

Parents are encouraged to keep their sick children at home until they are sure they have fully recovered and the symptoms have ceased.

Extended absence

Every effort should be made to have your family holidays coincide with school holidays. Only in extraordinary circumstances should holidays be arranged during term time. Planned absences or holidays for any amount of **5 days or greater** require permission from the Principal and an **Application for Extended Leave Form** must be filled in. By law, regular unexplained attendance is reportable to the Department of Communities and Justice. It is also a legal requirement to carry the signed exemption form with the child while travelling. Customs may detain families who cannot prove why their child is away from school.

Please note that, due to the significant disruptions caused to student attendance by the pandemic in recent years, all school principals have been asked to monitor attendance more closely and limit the approval of extended leave.

Sport

All children participate in a Physical Education (PE) program. Each class has a dedicated weekly PE lesson with a specialist teacher. Sports uniform is to be worn on Sports and PE days. The correct day to wear the sport uniform will be shared by class teachers in the Curriculum Bulletin in Term 1. All children also participate in class sporting activities on a regular basis.

Acceptable Use and Internet/ Email User Agreement

It is the parent's responsibility to supervise their child at home when they are using the internet, social media platforms, online gaming or email. Each year the students and parents sign an Acceptable Use Agreement when accessing the computer and internet facility at school. If students break the user agreement they will lose their internet privileges.

Mobile Phones and iPads

Students are **not encouraged** to bring mobile phones to school. In the event that parents allow students to have their phone, the student will be required to surrender the phone at the school office at the beginning of the school day. The phone should be switched off. Students may collect their phone at dismissal in the afternoons, prior to making their way home.

Whilst iPads are a part of the school BYOD program, parents and students are discouraged from sending each other messages via iMessage or other platforms throughout the school day.

Parents are not to contact their children on their mobile phone or iPad during school hours. In urgent situations, parents should contact the school office and a message will be directed to the student via their classroom teacher.

Screen Time

It is expected that parents will supervise the selection of programs and hours of viewing by their children to ensure that they come to school properly rested and mentally and physically alert for the day's work.

General Uniform Requirements

Children are to wear the correct uniform at all times (see below). A school hat must be worn each day.

Jewellery is not to be worn at school, the only exceptions are: a watch, religious jewellery with significant meaning. Small earring sleepers or studs for pierced ears (one in each ear). Please do not allow students to wear smartwatches or other wearable devices that may distract them from their learning.

Long hair must be worn tied back for both boys and girls. Hair ribbons must be in school colours (blue or yellow). Hair must be kept neat and of an appropriate style for school. Undercuts, steps, lines, tracks, shaved heads, tails and the like are not permitted. Hair tints, gel or hair mousse are not permitted.

The wearing of nail polish is not allowed.

Uniform

St Mary's has a compulsory school uniform and sports uniform. A detailed list is below. The St Mary's School Backpack is also a compulsory part of the school uniform.

Our school uniform is supplied by Yeronga Uniforms via a convenient order system. You can order online via Yeronga website: <https://www.yerongauniforms.com/> and items will be delivered to the school once per week.

You can also visit the Yeronga Uniform shop in person at 900 Canterbury Road, Roselands. They are open Monday to Friday from 9am to 5pm, and on Saturday from 9am to 2pm. They often have extended hours throughout January to assist families to get ready for the new school year.

No Hat Play in the Shade

All children are required to wear hats while outdoors. Children without a school hat will be asked to play in a shaded area of the playground during lunch and recess breaks. This is to ensure sun safety.

GIRLS		Boys	
SUMMER			
Dress:	Sky/White/Gold Check	Shirt:	Aquinas Blue /Logo Short Sleeved
Jacket	Navy School Jacket with embroidered crest	Shorts:	Navy 108's Elastic Waist
Socks:	Navy	Jacket:	Navy School Jacket with embroidered crest
Shoes:	Black	Socks:	Navy
Hat:	Royal Blue Bucket cap with crest	Shoes:	Black
		Hat	Royal Blue Bucket cap with crest
SUMMER SPORTS			
Shirt:	Gold and Royal Blue School Sports Polo	Shirt:	Gold and Royal Blue School Sports Polo
Skort:	Royal Blue with Gold piping	Shorts:	Royal Blue with Gold piping
Socks:	White fold over socks	Socks:	White fold over socks
Shoes:	Mostly White Sports shoes	Shoes:	Mostly White Sports Shoes
WINTER			
Tunic:	Navy/Sky/Gold Check	Trousers:	Navy 134's with Double Knee
Shirt:	Aquinas Blue Long Sleeved	Shirt:	Aquinas Blue Long Sleeved
Jacket:	Navy School Jacket with embroidered crest	Jacket:	Navy School Jacket with embroidered crest
Jumper:	Navy Logo	Jumper:	Navy Logo
Tab Tie:	Navy	Tie:	Navy
Tights:	Navy (or knee-high navy socks)	Socks:	Navy
Shoes:	Black	Shoes:	Black
Hat:	Royal Blue Bucket Cap with crest	Hat:	Royal Blue Bucket Cap with crest
WINTER SPORTS			
Shirt:	Gold / Royal Blue Panel School Sports Polo	Shirt:	Gold / Royal Blue Panel School Sports Polo
Skivvy:	Optional - Yellow	Skivvy:	Optional - Yellow
Jacket:	Royal Blue /Gold Panel Sports Jacket	Jacket:	Royal Blue /Gold Panel Sports Jacket
Trackpant:	Royal Blue /Gold Panel Trackpant	Trackpant :	Royal Blue /Gold Panel Trackpant
Socks:	White	Socks:	White
Shoes:	Mostly White Sports	Shoes:	Mostly White Sports
SPORTS DAYS: Children are required to wear their Sports Uniform on their allocated Sports and PE Days.			
OTHER ITEMS: - School Library/Excursion Bag and School Backpack			

Labelling Belongings

School clothing can be expensive and is often lost or misplaced. So as to avoid this situation, parents are requested to mark all removable items of uniform with the child's name and class. We recommend using a permanent fabric marker. Regular checks after washing will ensure that the labelling is legible. Please re-label clothing on a regular basis as washing removes this over time.

Lost Property

Much lost property remains unclaimed throughout the year. It is deposited in the St Mary's used uniform shop and re-sold if it is unclaimed and unlabelled after the year. Lost property that is misplaced or found at school is kept in a basket outside the library and parents are free to check for missing items. Please ensure that all uniform items are labelled clearly.

Pastoral Care at St Mary's

Pastoral Care means being concerned for the total wellbeing of students and with the development of the whole person.

The five basic human needs include survival, belonging and self-worth, power, freedom, fun and learning. In order to achieve these basic needs we need to:

- encourage children to be responsible for the choices they make in the context of their home and school environment
- employ a student management policy which promotes the delivery of logical consequences
- recognise the right of teachers, students and parents to own their feelings and to develop the skills required to control how they externally react
- strengthen relationships between students/teachers/parents by consistent implementation of all school rules & policies

At St Mary's we seek to:

- respect the uniqueness of each person... child, parent and staff member.
- nurture the "whole" child... socially, emotionally, spiritually and academically.
- encourage and accept differences.
- promote positive self-esteem, self-image and self-worth.
- acknowledge the impact we have on the child and accept responsibility.
- provide a safe and nurturing environment; one that challenges the individual to be the best person they can be...

**At St Mary's it is our belief that the school,
parents and children all work together to respect and value one another.**

Rights & Responsibilities

- Everyone has the right to be respected and treated with dignity
- Everyone has the right to feel safe
- Everyone has the right to have their property respected
- Everyone has the right to work and learn in a safe healthy environment

Classroom Rules

Classroom rules are co-constructed between teacher and students in each class at the beginning of the school year and are regularly revisited throughout the year. Rules are expressed in positive terms and clearly displayed in the classroom. Children need to be versed in the consequences for not upholding the classroom rules. These rules need to address the areas of respect, learning, communication and safety.

At St Mary's we promote the development of the Gospel values of love and care for others, an understanding of self-worth, the need for self-discipline, a sense of social responsibility and independence as a learner.

Student Management Procedures

Inappropriate behaviour is any activity that endangers, and/or offends others or disrupts others' play. Inappropriate behaviour will be uniformly dealt with in the following way:

1. Time out from play for a period of time depending on the offence
2. The child is removed from the play area and is seated on a designated seat in the designated area.
3. If a child continues to display inappropriate behaviour, the child will have detention in the office and parents will be contacted.

Consequences

- Children will be asked to sit on a seat for a certain period of time at recess or lunchtime – not more than half of that break.
- Tidying up own playground areas

**Under NO circumstances will corporal punishment
be allowed, tolerated or condoned at St Mary's Primary School**

Physical aggression or violence have no place in our school setting. Respect for the rights of both teachers and students, to be free from harm within the school environment are paramount and integral to our Pastoral Care Policy.

No parent should directly come into contact with any other child in an attempt to reprimand another student.

This is only dealt with by the school in keeping with the Child Protection guidelines.

Bullying

Bullying is most commonly defined as a set of aggressive behaviours toward others that are characterised by three criteria:

1. Bullying is intentional aggression that may be physical, verbal, or more indirect (relational).
2. Bullying exposes victims to repeated aggression over an extended period of time.
3. Bullying occurs within an interpersonal relationship characterised by a real or perceived imbalance of power.

* THE FULL ST MARY'S BULLYING POLICY IS AVAILABLE ON OUR SCHOOL WEBSITE

Bystanders

A bullied child often associates a bystander with the bully. Peer pressure makes it difficult to rally support from other children. A bystander is equally responsible for bullying, if they fail to bring the bully to a stop by notifying an adult.

Signs of Bullying

A child may indicate by signs or behaviour that they are being bullied. This is often the only clue for adults, so adults need to be aware of common signs that could potential indicate bullying:

- Being frightened to walk to or from school
- Being unwilling to go to school and make continual excuses to avoid going.
- Quality of school work has decreased.
- Becoming withdrawn.
- Start stammering.
- Start hitting others.
- Stop eating or becoming obsessively clean.
- Developing regular stomach aches or headaches due to stress.
- Cry themselves to sleep.
- Have nightmares and call out things like 'leave me alone!'
- Have unexplained bruises, scratches, cuts.
- Ask for money or begin stealing money
- Refuse to say what's wrong.

“Bullying will not be tolerated”
“Where there is RESPECT there is NO bullying”

Bullying Response Procedure

Children are encouraged to deal with minor issues by using the following procedure:

When I feel hurt or unsafe, I will say in a firm, not angry, voice:

1. **"Stop it! I don't like it!"**
2. **"Stop it! I have told you I don't like it! I am telling the teacher!"**
3. **"Stop it! I've told the teacher! I'm telling the teacher again!"**

In this situation the teacher will:

- (a) Ask the child if they have told the other person to stop.
- (b) Watch the child as they return to speak to the other child.
- (c) Deal with the situation if it continues (time out; pick up papers; say sorry etc).
- (d) Inform class teacher

FINALLY

If you have a concern the best procedure to follow is outlined below:

- The very first thing you should do is speak to your child's teacher. Although discussing problems in the playground with other parents may make you feel a bit better, if you are actually seeking a solution then it is best to go directly to someone who can effect a change, and that is the teacher.
- Make an appointment with your child's teacher to discuss the issue in private. It is difficult for teachers to give you their full attention if they are supervising students. If you are still unhappy with the outcome of this meeting, then make an appointment to speak to the Principal.
- Our priority is ensuring that your child is happy and settled at school. A positive experience in Kindergarten is vital, to ensure that their years at St Mary's are built on a strong foundation.
- Student safety and wellbeing is everyone's responsibility. This means reporting to the teacher, office or Principal any concerns as they happen, so that they can be dealt with promptly.

Student Wellbeing - Ten Golden Rules

1. Build your children's self-esteem so they believe they are fundamentally good and lovable.
2. Teach your children to respect themselves and others and to command respect.
3. Be your child's most powerful advocate.
4. Help your child to become emotionally intelligent, to understand and manage their emotions and to develop healthy and satisfying relationships.
5. Teach them to have the courage to take control of their lives, to take risks.
6. Help them to understand that we learn from our mistakes.
7. Find your children's strengths and build on them.
8. Foster a love of learning.
9. Encourage them to dream and to believe that they can achieve their goals and to never give up.
10. Teach them the importance of a balanced life – to take time for work, play and relationships

PRAYERS

ST MARY'S SCHOOL PRAYER

*God our Father, we at St Mary's,
Thank You for making us who we are.
Thank You for health and strength,
For eyes to see,
For ears to hear,
For hands to work,
For feet to go your way,
For a mind to think,
For a memory to remember,
For a heart to love.
Thank You for this wonderful life.
Help me to try to deserve your gifts a little more.*

Sign Of The Cross:
*In the name of the Father,
and of the Son,
and of the Holy Spirit.
Amen.*

Our Father

*Our Father, who art in
heaven,
Hallowed be thy
name;
Thy Kingdom come
Thy will be done on
earth as it is
In heaven.
Give us this day our
daily bread;
And forgive us our
trespasses
As we forgive those
who
Trespass against us;*

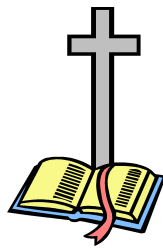
*And lead us not into
temptation,
But deliver us from
evil.
Amen*

Glory Be To the Father

*Glory be to the Father,
And to the Son,
And to the Holy Spirit,
As it was in the
beginning,
Is now and ever shall
be,
World without end.
Amen*

Hail Mary

*Hail Mary, full of
grace,
The Lord is with you.
Blessed are you
amongst women,
And blessed is the
fruit of thy womb,
Jesus.
Holy Mary, Mother of
God,
Pray for us sinners
now
And at the hour of our
death.
Amen*



The Angelus

V. The Angel of the Lord declared unto Mary,
R. And she was conceived by the Holy Spirit.

*Hail Mary, full of grace, the Lord is with thee. Blessed are thou among women and
blessed is the fruit of thy womb, Jesus.*

Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

V. Behold the handmaid of the Lord,
R. Be it done unto me according to thy word.

*Hail Mary, full of grace, the Lord is with thee. Blessed are thou among women and
blessed is the fruit of thy womb, Jesus.*

Holy Mary, Mother of God, pray for us sinners, now and at the hours of our death. Amen.

V. And the word was made flesh,
R. And dwelt among us.

*Hail Mary, full of grace, the Lord is with thee. Blessed are thou among women and
blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.*

V. Pray for us, O holy Mother of God.
R. That we may be made worthy of the promises of Christ.

V. Let us pray:
R. Pour forth, we beseech Thee, O Lord, Thy grace into our hearts, that we, to whom the
Incarnation of Christ, Thy Son, was made known by the message of an angel, may, by
His Passion and Cross, be brought to the glory of His Resurrection; through the same
Christ our Lord. Amen



ACKNOWLEDGEMENT OF COUNTRY

At St Mary's, we acknowledge the Wangal people, one of 29 tribes of the Eora nation and the traditional custodians of the land upon which our school is built. We pay respect to the elders past, present and emerging and extend this respect to all Aboriginal people learning in or visiting our school.

AUSTRALIAN NATIONAL ANTHEM



Verse 1:

Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Verse 2:

Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

A Reflection on Home/School Partnerships



THE TWO SCULPTORS

*I dreamed I stood in a studio
And watched two sculptors there,
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher and the tools that were used
Were books and music and art;
One was a parent with a guiding hand
And a gentle, loving heart.
Day after day the teacher toiled
With a touch that was deft and sure,
While the parent laboured side by side
And polished and smoothed it o'er.
And when at last their task was done,
They were proud of what they had wrought,
For the things they had moulded into the child
Could neither be sold nor bought.
And each agreed they would have failed
If they had worked alone,
For behind the parent stood the school,
And behind the teacher, the home.*

Anonymous

Privacy and Information Collection

COMMONWEALTH PRIVACY (PRIVATE SECTOR) ACT 2000

Standard Collection Notice- This statement is provided to you by the school and specifically itemises the reasons for collecting information about students and their families and the way in which that information will be used by the school.

1. The School (the Diocese both independently and through its Schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, Schools within other Dioceses/other Dioceses]* medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
7. The School from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the School's legal obligations under Part 5A of the *Education Act 1990* (NSW).
8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a School counsellor may be disclosed to others if the School considers it appropriate for the well-being or development of the pupil who is counselled or other pupils at the School.
9. Schools may also disclose personal information under Public Health [and Child Protection]* laws or in circumstances where there is a serious threat to an individual's life, health or safety.
10. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines [and on our website].
11. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
12. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

[illegible]