

St. Mary's School, Inglewood 2021 Information Booklet



Principal: Mrs Margaret Brohm

Address: 87 Southey Street, Inglewood

Phone: (03) 54 383 075

Email: principal@sminglewood.catholic.edu.au

Website: www.sminglewood.catholic.edu.au

Contents

Page 3:	Letter from the Principal
Page 4:	The History of St. Mary's School
Page 5:	St. Mary' School – Learning Today, Wisdom Tomorrow
Page 6:	Staff
Page 7:	A Map of the School
Page 8:	Co-Responsibility and Partnership
Page 9 & 10:	Curriculum
Page 11:	Extra Curricula
Page 12:	“Nora” the School Bus
Page 13:	Community Involvement
Page 14:	Parental Engagement
Page 15 & 16:	School Fees and Levies
Page 17:	Assessment and Reporting Processes
Page 18:	School Uniform Requirements
Page 19:	School Routines
Page 20:	Commencement of School Year - 2021

Letter from the Principal

Dear Parents,

Welcome to St. Mary's Primary School. St. Mary's Primary School is a faith-filled community, centered on the person of Jesus and guided by the Gospel values. Within our community, we are committed to fostering the holistic development in each student, to enable them to reach their full potential.

The education of your child is a collaborative process, based on positive relationships between teachers and parents, with our students at the center of all we do. Along with our warm, supportive and welcoming atmosphere, we strive to provide learning experiences that are challenging and inspiring, meaningful and relevant and engaging and fun for our learners.

St. Mary's values the strong links and connections that we have established within the local community. There is a rich history at our school of students supporting organisations and participating in events that build meaningful and purposeful relationships with others.

Our school community looks forward to a happy and successful association with your family as we undertake your child's educational journey together. I am very excited about the possibilities ahead and to be able to share with you the wonderful opportunities St. Mary's has to offer.

Thanks,

Margaret Brohm





The History of St Mary's

The first school in Inglewood was run by the churches under the Denominational Board. The second school established was Roman Catholic, also under the Denominational Board in a chapel near the present Town Hall. It was opened on 10th September 1860 and as at January 1862, 131 children were enrolled. When the next Catholic Church was erected, on the site of the present one, this also served as a school until St Mary's Sacred Heart Convent was established in 1907.

The convent was commenced on February 26, 1907 (date of the laying of the foundation stone) and was opened in September of the same year. The current school building was opened in 1927. The Presentation Sisters were in charge of St Mary's School until they withdrew in 1974.

Since this time Lay Principals and staff have continued the great work of the Presentation Sisters. We pay special attention to the life of Nano Nagle who was the founder of the Presentation Sisters. Nano Nagle was known as the "Lady of the Lantern", as she walked along the dark and dangerous streets of Cork at night, helping the sick, elderly, imprisoned and destitute. We use her life of service as an example of how to live out the values of the Gospel and be a light for others in our world.



St Marys' Primary School

Learning Today, Wisdom Tomorrow

IDENTITY STATEMENT

St Mary's Catholic School is a community of learners, inspiring all to be people of light, in the footsteps of the Presentation Sisters.

VISION STATEMENT

- Model and teach the message of Jesus in our relationships with each other, our God and our world.
- Build and value collaborative partnerships with staff, students, parents, Parish and wider community.
- Create a positive and stimulating environment in which each person can academically, spiritually, emotionally, physically and socially reach their full potential.
 - To foster a love of learning in a safe and respectful environment.

CHILD SAFE COMMITMENT STATEMENT

St. Mary's Primary School is committed to the safety and welfare of all children, within a secure environment. All children have a right to be treated with respect and to be protected from abuse and harm.

GRADUATE OUTCOMES

At St Mary's we endeavour to educate the children to:

- Embrace the love of God and His presence in their daily lives.
- To be respectful and accepting of all.
- To be kind and compassionate community members.
- Develop and sustain positive, loving relationships.
- To be leaders of action, promoting peace and justice in the world.
- To develop a positive work ethic to achieve their aspirations and dreams for the future.
- To display perseverance when faced with challenges in life.
- To be able to work both independently and collaboratively.
- To be an innovative, responsible and inquisitive learner, inspired by a love of learning.
- To have sound knowledge of literacy and numeracy skills.



Staff



(Pictured): Nicole Holland, Nathan Starr, Franceen Innes, Margaret Brohm, Cath Williams, Zoe Sheean, Dianne Wayman, Sandra Coffey,

We currently have 7 staff members, who all have many different roles within our school community.

Mrs Margaret Brohm: Principal, Curriculum Coordinator, Professional Development Coordinator, Special Needs Coordinator, OHS Officer, Religious Education Co-Ordinator

Mr Nathan Starr: 3/4/5/6 Teacher, Senior Leader, ICT Coordinator, PE Coordinator, Union Representative

Mrs. Nicole Holland: Art Specialist, Music Specialist, Indigenous Perspectives

Mrs Cath Williams: P – 2 Teacher, Languages Teacher, Pastoral Wellbeing Team member

Mrs Franceen Innes: Learning Support Officer,
School Support Worker, Wellbeing Team member

Mrs Sandra Coffey: Administration Officer, OHS Officer

Mrs Dianne Wayman: Cleaner, Bus Driver

Map of School



Co-Responsibility and Partnership

At St Mary's School, we look forward to a happy association with your child and your family as we work together in educating your child. Parents are the first educators of their child and are learning models for them. A parent's attitude towards education can inspire that of their child's and show them how to make the most of their own educational journey. When your child comes to school, teacher, parent and child enter a partnership to provide a learning environment that encourages them to be the best they can be and reach their full potential.

We take great pride in our school, its welcoming atmosphere, its open invitation for all to be involved and its inspiring learning and teaching practices. We trust that your involvement with our school will be rewarding for both yourself and your child, providing many opportunities and possibilities for success.

As parents, you can expect.....

- Your child to be provided with stimulating and engaging learning experiences in all areas of the curriculum.
- The school to develop your "whole" child – academically, emotionally, spiritually, physically and socially.
- Your child's needs to be met and that the learning will be relevant and responsive to their skills and abilities.

As children, you can expect.....

- To be supported and encouraged in your learning to reach your fullest potential.
- To be treated with respect in a safe and secure environment.
- To be challenged and inspired to be the best you can be.

As teachers, we can expect.....

- To be supported in our endeavours to provide high -levelled learning experiences for all students.
- Parents to show an active interest in their child's learning and encourage all their efforts.
- That all members of our school community will be living examples of our school values and those of the Presentation charism.



Curriculum

“The Victorian Curriculum F-10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship”.
(Victorian Curriculum and Assessment Authority – VCAA)

The curriculum of St. Mary's follows the guidelines of the Victorian Curriculum for curriculum planning and implementation and for reporting on student achievement. This curriculum includes eight learning areas and four capabilities.

Learning Areas	Capabilities
English Mathematics The Humanities Science The Arts Languages Health and Physical Education Technologies	Critical and Creative Thinking Ethical Intercultural Personal and Social

As St. Mary's is a Catholic School and part of the Sandhurst Diocese, we have a planned and detailed Religious Education Program. This Program follows the Sandhurst Religious Education Framework which is called 'Source of Life'. This total cultural experience provides students with opportunities to hear, experience and witness the Good News and to respond the message of Jesus.

'I came that they may have life, and have it abundantly.' (John 10:10).

Specialist Programs

On a weekly basis, students are involved in Art, Music, PE, Library, Indonesian and Indigenous Perspectives lessons. These are conducted by teachers who have a passion for and are skilled in each area.

Bluearth

Bluearth is a movement and activity based program that uses the joy of movement to better understand the relationships that exist between themselves and others. In an inclusive and fun environment, students experience a range of individual, partner and group activities to improve fitness, posture and self awareness. All teachers are trained in the delivery of this program and work alongside a mentor coach for a period of time.



The Value of Reading

At St. Mary's, we place significant value on the skill of reading. We have a daily reading block where students are encouraged to read and reflect upon a variety of reading materials. Reading at home is strongly encouraged so that students have many opportunities to practice their reading skills on a regular basis.



Collaborative Learning

Students are given many opportunities to learn from each other and develop higher level thinking skills. Students often work in small groups so that all students can maximize their learning and that of their peers. By working with others, students are engaged in deeper learning experiences to meet the needs of all. Throughout a school day, students may work individually with a teacher, in small groups, within class grouping or as a whole school, depending upon which arrangement is best suited to the learning needs.

Professional Development

Teachers are constantly involved in ongoing Professional Development to ensure that your child's learning experiences are a result of sound, researched-based teaching practice that meets the needs of all students.

Learning of the Guitar



The students in the upper grades learn the guitar as part of their music program. Science has shown that learning a musical instrument is great for developing our brains and it relieves stress and improves our academic, physical and social skills.

Camps

The students in Grades P/1/2 participate in a whole day excursion, students in Grade 3/4 participate in a rural camp and students in Grade 5/6 attend an urban/rural/beach camp. In some situations, we may join with another school to accommodate needs and numbers in order to provide a positive experience for all. As a whole school, we organise a whole school excursion every year, as well.

School Production

Every second year, all the students participate in a school production to some capacity. This is performed at the Inglewood Town Hall for school and community members.

Extra Curricula Activities

Despite being in a small rural town, the students of St. Mary's are involved in many extra curricula activities throughout a school year. We believe that it is vital that our students should be given every opportunity to experience similar things that students in larger urban schools experience. One of the many advantages of being in a small school setting is that students often have more opportunities to participate in events than many other students do.

Such activities may include:



Sandhurst Arts on Show



Energy Breakthrough



Sporting Events



Swimming and Gym Lessons



School Production



Leadership Days



Melbourne Excursions



National Reconciliation Week Activities

School Bus Service



St. Mary's is the proud owner of "Nora", our school bus. This bus is used for a number purposes and provides the transport required to access a number of opportunities within our wider community.

"Nora" provides students with:

- A daily pick up and drop off service for students who require transport from areas such as Bridgewater and surrounding locations.
- Transport to exceptional learning opportunities in Bendigo and beyond.
- Transport to sporting opportunities such as football, netball, Winter Sport Days, etc.
- Easy and reliable transport to camps, excursions, etc.



Community Involvement

One of the many valued aspects of St. Mary's, is our commitment to being active members of our local community. There is a rich history at our school of students supporting organisations and participating in events that build meaningful and purposeful relationships with others.

Hostel Visits

Our senior students visit the hostel at the Inglewood Hospital on a regular basis, interacting with patients, engaging in conversation and helping them with a variety of tasks. Activities include craft tasks, gardening, cooking, playing games, computer tasks and many more. Both the students and the patients benefit greatly from this interaction.

Craft Group

In small groups, students have the opportunity to attend a local craft group to learn skills from local community members. At these sessions, students create a piece of craft which they are very proud.



Mens Shed



Our senior students have the opportunity to attend the local “Men’s Shed” in Inglewood. Students attend for 4 weeks, building and creating a woodwork piece, learning skills from some very capable craftsmen.

People of Community

The Presentation Sisters were, and still are, very active within their outreach to those in need within their local and global communities. At St. Mary's, we are constantly striving to support the less fortunate in our local community. Such activities include community involvement on our Founders Day, provision of goods for local relief organisations, casserole banks, etc.

Community Celebrations

We always take every opportunity to be active participants in local events alongside members of our community. Students have participated in ANZAC Day services, World Day of Prayer liturgies and Inglewood Alive celebrations, just to name a few.



Parental Engagement

As parents, you are a highly valued part of our school community. We respect your role and contribution to your child's learning journey and acknowledge that the education of each child is a shared responsibility between home and school. Therefore, we welcome your participation at all levels.



Learning Support

Parents are always welcome in our classrooms. Some ways in which you can provide support is during our morning reading block, reading with your child at night, involvement in our Personal Learning time, assisting us with celebrating our learning, eg. attendance at assemblies and liturgies, learning expos, and sharing in activities such as camps and excursions.

Parents and Friends Committee

We have a very dynamic and committed Parents and Friends Committee who work tirelessly for the betterment of our school. This may involve supporting students in their learning or raising funds to purchase resources and equipment for the school. They also provide many community events for our local members. This group works collaboratively and effectively to contribute to the wonderful initiatives we have at St. Mary's.



School Advisory Board

The School Board consists of the Canonical Administrator, the Principal, a staff representative and parent representatives. The Board meets on the Monday of the third & seventh week of each term at 7pm, to discuss issues such as maintenance of the school buildings, the grounds, finance, school policy, and current educational issues. As they are your representatives, it is important that you know who they are as they are keen to hear your views and to be of assistance. Any parent of the school is most welcome to seek nomination for a position on the Board at the beginning of each year.

School Fees & Levies

School fees are an expected contribution to the running of our school but it should not be a deciding factor in whether or not St. Mary's is the school for your child. Through communication, alternative arrangements are always a possibility. Please come and speak with me if this is a concern for you or your family.

2020 School Fees

(Subject to slight increases in 2021)

Student Levy	\$200 (<i>per student</i>)
ICT Levy	\$190 (<i>per student</i>)
Family Fee	\$950 (families with 1 child) \$1050 (families with 2 or more children)

STUDENT LEVY

The Student Levy of \$200 per child to cover the cost of all consumables of students within the classroom and specialist areas.

ICT LEVY

The ICT Levy of \$190 per student to assist with the upgrade of ICT.

FAMILY FEE

The family fee is one that is charged per family and not each individual child. This fee is to help with the running costs of the school and your child's educational needs.

EXCURSION & EXTRA CURRICULA COSTS

Your child's excursions/activity costs are billed to you on your fee account and will be billed at the start of each year with your Fees & Levies. This is in response to the wishes of the majority of parents. This is a more streamlined method of payment which means that parents will not be asked for more money throughout the year. Please keep in mind that there are some **voluntary** costs during the year such as School Photos, Mission Week, uniform, etc. These are discussed below in 'Extra Costs'.

2019 EXCURSION/ACTIVITY & CAMP COSTS:

<i>Prep, Grade 1, Grade 2 Students</i>	\$150
<i>Grade 3, Grade 4 Students</i>	\$280
<i>Grade 5, Grade 6 Students</i>	\$435

EXTRA COSTS

In regards to the billing of ALL School fees, levies and excursion/camp costs at the start of each year, it means the only extras you will incur will be Uniform costs. You will also have the occasional Parents & Friends Fundraisers, School Photos and Caritas Donations.

PAYING OPTIONS

Your choice of fee paying options are as follows:

Yearly

Monthly

Fortnightly

Weekly

PAYMENT OF FEES BY DIRECT DEBIT

To further assist the financial burden on parents, St Mary's has established a facility whereby parents may elect to pay their fees by having their **accounts direct debited either *Fortnightly* or *Monthly***.

PAYMENT OF FEES BY CASH OR CHEQUE

Alternatively, if none of the above options suit you, you are able to pay your fees by cash or cheque at any given time during the school year, we only encourage all school fees to be paid by the last day of school each year.

**Please note: The school does not keep any change on the premises so correct money is always best.*

CAMPS, SPORTS AND EXCURSIONS FUNDS (CSEF)

Families holding current Health Care or Pensioner Concession Cards are eligible for CSEF. Application Forms are available at the School Office.

CONVEYANCE ALLOWANCE

This is available for students who live 4.8kms or more (by the shortest practicable route by car) from the school or their nearest bus stop. Claim forms can be obtained at the Office.

FEE ASSISTANCE

If a family is experiencing genuine financial difficulty in paying fees, fee assistance is available by having a discussion with the principal to discuss and organize some alternative arrangements for fee payments or options for support with these expenses.

Assessment & Reporting Processes

Parent Contact

Parents will be kept informed with the happenings in the school through fortnightly newsletters that are sent home with the eldest child in the family or emailed directly to the nominated email address for each family.

Whilst teachers will always make contact with parents if the need arises, parents are also welcome to come and discuss issues or their child's progress at any time. Open and frequent communication is always encouraged.

Online Learning Journals

Each child will create an Online Learning Journal at the end of Term 1 and Term 3. The Online Learning Journal consists of work samples and assessment pieces completed by the child throughout the term. This journal is a snapshot of some of the learning that your child has been involved in within the classroom environments. This is one form of communication and allows you, as parents, to have rich discussions about what your child has been learning about at school.



3 Way Chats

Parents and students are invited to participate in a 3 Way Chat in Terms 1 and 3 each year. These chats are an opportunity for parents to speak with teachers about your child and discuss their learning goals for the year. Teachers will also be able to provide parents with some insights into their learning skills and abilities as well.

Written Reports

Two written reports are sent home each year, detailing each child's progress in relation to the standards set in the Victorian Curriculum. The first report is sent home at the end of Term 2 and learning goals are discussed at the 3 Way Chats in Term 3. The second report is sent home at the end of the year and is intended as a summary of your child's achievements for the year.

School Uniform Requirements

The School uniform is as listed below and should be worn at all times unless otherwise noted.

If your child is unable to wear the school uniform then a note should be given to the classroom teacher.

Please ensure that each item of your child's clothing is clearly labelled.

GIRLS: Summer	<ul style="list-style-type: none"> *Maroon, blue and white check dress *Navy sports briefs *White socks *Black shoes *Maroon slouch or bucket hat 		BOYS: Summer	<ul style="list-style-type: none"> *Navy shorts *Polo shirt *Blue socks *Black shoes *Maroon slouch or bucket hat 	
GIRLS: Winter	<ul style="list-style-type: none"> *Check Pinafore or Pleated Skirt *Navy Slacks *Polo shirt *White or blue socks or Navy blue tights *Maroon windcheater or fleecy jacket *Maroon Beanie (optional) 		BOYS: Winter	<ul style="list-style-type: none"> *Navy track pants *Navy slacks *Polo Shirt *Blue or white socks *Black Shoes *Maroon windcheater or fleecy jacket *Maroon Beanie (optional) 	
GIRLS: Sport	<ul style="list-style-type: none"> *Navy shorts/netball skirt *Navy track pants *Polo shirt *White socks *Runners 		BOYS: Sport	<ul style="list-style-type: none"> *Navy shorts *Navy Track pants *Polo shirt *White socks *Runners 	

School Routines

Wet / Hot Day Arrangements

On extremely wet, cold or hot days, the children will play inside the classroom at recess and at lunchtime. Children will be supervised by a teacher at all times. The school has a wide variety of games and reading material that is freely used on these days. The computers also have wide variety of programs that can sometimes be used at lunch and play times on these days.

Lunch Orders

Lunch orders are supplied by Bridgewater Bakery once a week. The school has pre-purchase envelopes that are sent home to families at the beginning of the year. More can be obtained throughout the year. Lunch orders are due in each Wednesday for Thursday lunches.

Lost and Found Property

All articles of clothing and property should be clearly labelled. However, any lost and found property is placed in a tub which is located outside the staffroom.

School Nurse

School nursing staff conduct health examinations on all children in their first year of school. They also accept referrals from parents and teachers, refer children with problems to other appropriate agencies and follow up children referred on previous occasions. Nurses will contact parents if they require seeing them.

Absence and Attendance

Children are expected to attend school on every day that the school is open unless there is a reasonable excuse for absence. When a child is absent, a written note or a phone call to the school, is expected to explain the absence. Any unexplained absence will be followed up by 9.30am each day.

No child is permitted to leave the school grounds during the school day without parental approval and the permission of the Principal or Class Teacher.

** Parents who pick up children during the day are asked to sign the child/children out in the sign out book at the front office and if returning that same day sign them in again.

After School Pick Up

All staff are on duty after school to ensure that all students leave the school in a safe and secure manner. This is also an opportunity to build relationships with the members of our school community.

Sick Children

Home is the best place for a child who is unwell. Parents are asked not to send sick children to school, as we do not have adequate facilities to care for them. The school keeps a record of each child's medical information and emergency contact numbers if parents are unavailable. It is the parents' responsibility to inform the school of any changes to this information and are asked to do so immediately if a change occurs.

Bicycles / Scooters:

If your child rides their bike or scooter to school, they will be required to wear a helmet and other safety equipment that abides by the law. Bikes and scooters are stored in a rack outside the office for the day.

Commencement of School Year -2021

The teachers commence on January 27th January, with classes to resume on January 28th, 2021.

School Term Dates (2021)	
Term 1	28 th January –1 st April
Term 2	19 th April – 25 th June
Term 3	12 th July – 17 th September
Term 4	4 th October – 17 th December

School Hours	
9am-11am	Session 1
11am-11:30am	Morning Recess
11:30am-1:30pm	Session 2
1:30-2:20pm	Lunch
2:20pm-3:20pm	Session 3
3:20pm	Departure from school

PREP TIME TABLE:

All Prep children will have Wednesday's as a rest day until the long weekend in March. (with the exception of the first week of school – Prep students will be attending on Wednesday 28th January, 2021).

PROCESS FOR ENROLMENT:

Terms 2/3

Families are invited to visit the school for a learning walk of St. Mary's. Learning Walks are an opportunity to meet the principal, have a guided tour of the school, meet the staff and students and talk about the many wonderful opportunities our school has to offer.

Families will receive a Welcome Pack with information about the school and relevant documentation, including enrolment forms for 2021.

Term 4

Throughout the term, students intending on enrolling at St. Mary's in 2021, are invited to participate in our 'Step into Prep' program. Students are welcome to attend school every Monday morning for 2 ½ hours to participate in learning activities. This program enables us to take positive steps in making the transition from kindergarten to school a smooth and less anxious process. By having the children for more regular sessions, we hope that we are able to prepare them for the routines and expectations of school, before starting next year. These sessions also provide us with an opportunity to meet with parents to provide valuable information in regards to your child's learning and answer any questions that you may have.



We look forward to sharing this very special learning journey with you.

