



St Mary's School INGLEWOOD



Parent Information Booklet - 2025



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WELCOME - FROM OUR PRINCIPAL

Dear Parents,

Welcome to St. Mary's Primary School, Inglewood. St Mary's is a faith-filled community, centred on the teachings of Jesus, guided by the Gospel values. Within our community, we are committed to the holistic development of each student, enabling 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 centre of all we do. Along with our warm, supportive and welcoming atmosphere, we strive to provide learning opportunities that are challenging, inspiring, meaningful, relevant, engaging and fun for our learners.

There is nothing more important than healthy, positive relationships and well-being within a community. St Mary's values the strong links and connections that we have established within the Inglewood region. There is a rich history at our school of students supporting organisations and participating in events that build meaningful and purposeful relationships with others.

The privilege in educating young people is exciting, motivating and rewarding; an honour which is both inspirational and life-giving. We look forward to sharing this with you and the friendships, challenges and achievements it will bring.

Yours faithfully,

Stephen O'Shannessy



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 of 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 building for 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.

In 2021, there was a change in governance, with St Mary's now governed by Catholic Education Sandhurst Ltd.



AT ST MARY'S...

OUR IDENTITY

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

SCHOOL MOTTO

Learning Today, Wisdom Tomorrow

PHILOSOPHY

St. Mary's is a Catholic school embracing the educational philosophy of:

Learning Today, Wisdom Tomorrow

We are family orientated, valuing and respecting individuality based on the gospel values.

DEMOCRATIC PRINCIPLES

St Mary's is committed to the principles of a liberal democracy.

- We believe in an accountable, democratically elected government.
- We respect and observe the rule of law, and believe that no person is above the law.
- We believe in equal rights for all before the law, regardless of race, ethnicity, religion, sexuality, gender or other attributes.
- We believe not only in the freedom of religion, but also the need to practice tolerance and understanding of others' beliefs.
- We believe in the value of freedom of speech and freedom of association, but also acknowledge that we have the responsibility not to abuse this freedom.
- We believe in the values of openness and tolerance, and value and respect all members of the School community regardless of background.

COMMITMENT TO CHILD SAFETY

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:

- To embrace the Gospel values and enact these in their daily lives.
- To be equipped with strong foundations in literacy and mathematics.
- To be innovative, responsible and inquisitive learners.
- To display perseverance when faced with challenges.
- To be community-oriented members who develop and sustain positive, loving relationships.
- *To be faithful stewards of the planet and promote peace and justice.*
-

STRATEGIC DIRECTIONS

- To develop a culture of continuous school leadership improvement.
- To maintain a consistent and collaborative approach to Learning and Teaching that meets the diverse needs of all learners.
- To ensure our approaches to wellbeing are collaborative and reflective of the needs of our school and wider community.
- To use our landscape to enhance our learning.

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.

GENERAL INFORMATION

Parish Priest Father Stephen Bolling

Principal Mr Stephen O'Shannessy

Location 87 Southey Street
Inglewood, VIC, 3517

Contact Details

Phone: (03) 54383075

Email: principal@sminglewood.catholic.edu.au

Website: <https://www.sminglewood.catholic.edu.au/>



Office Hours (during school terms)

Monday - Friday 8:30am - 3:30pm

School Hours

Reading	8:50am
School Commences	9:00am
First Play	11:00am - 11:40am
Second Play	1:40pm - 2:15pm
School Dismissal	3:20pm

STAFF

We currently have 8 staff members, who all have many different roles within our school community.

Mr Stephen O'Shannessy: Principal, Learner Diversity Leader, Curriculum Leader, Religious Education Leader, Science Educator and OHS Coordinator

Mrs Cath Williams: Classroom Teacher, Languages Teacher

Miss Tayla Fenwick: Classroom Teacher, Physical Education Educator

Mrs Carly Bannan MHIPS and Wellbeing Coordinator

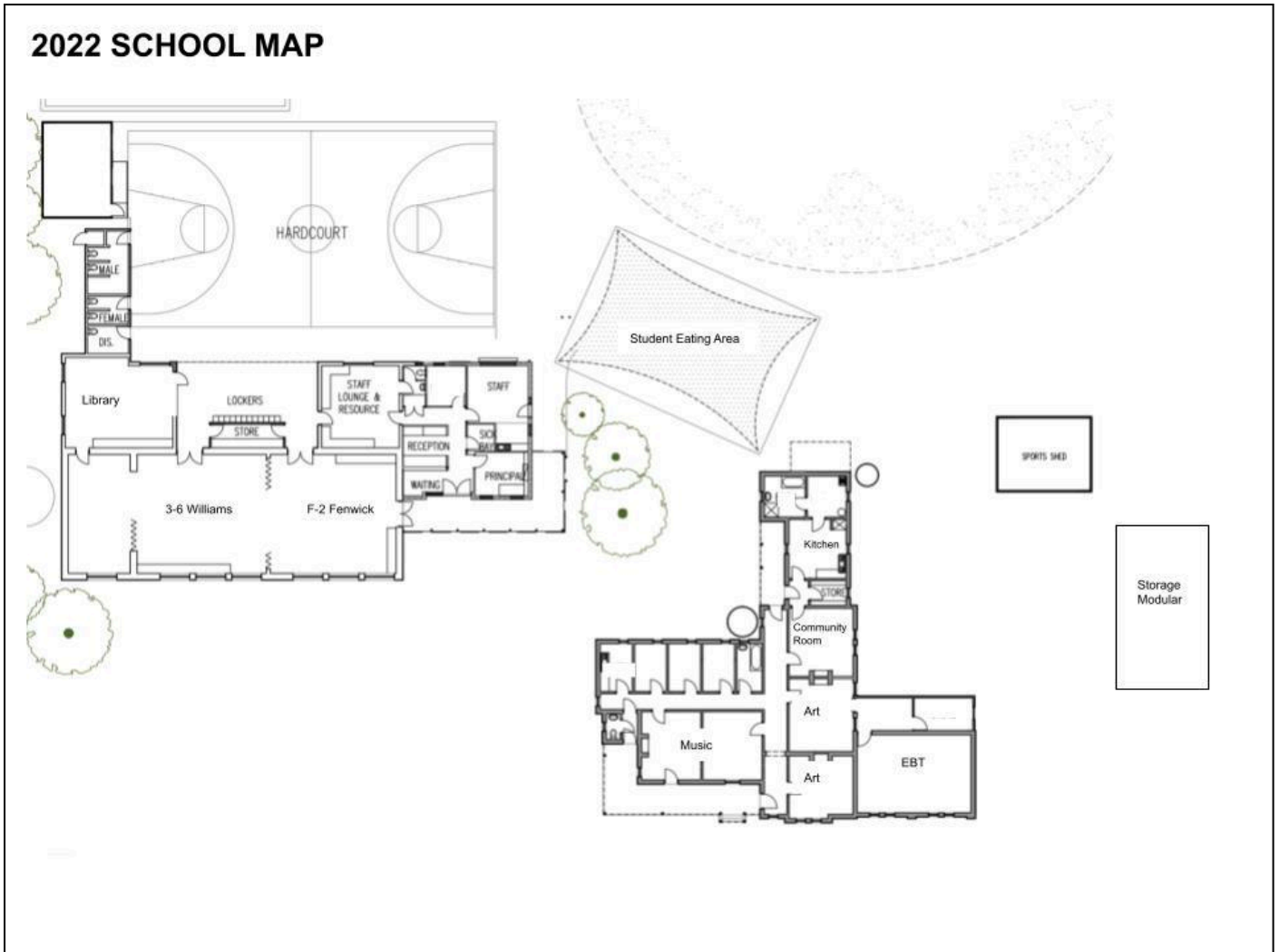
Mrs Franceen Innes: Learning Support Officer, School Support Worker, Wellbeing Team member

Ms Ruby McLean: Learning Support Officer

Mrs Sandra Coffey: Administration Officer, OHS Officer

Mrs Louise Murray: English as an Additional Language Dialect Support

SCHOOL MAP



SHARED EXPECTATIONS

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.

In addition to the expectations listed below, St Mary's has a Shared Behaviour Expectations Code of Conduct relating to the school's expectations for its students, parents and staff in relation to behaviour and attendance expectations. A copy of this Code of Conduct is available from the Office.

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-level learning experiences for all students.
- Parents 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.



LEARNING EXPERIENCES AT ST MARY'S

RELIGIOUS EDUCATION

The Source of Life curriculum is the mandated Religious Education curriculum for all Catholic schools in the Diocese of Sandhurst. The aim of the Religious Education curriculum in the Diocese of Sandhurst is primarily to bring students and young people into a personal relationship with Jesus Christ through knowledge of the Gospels and of Catholicism as a lived faith tradition in contemporary Australian and global society. The curriculum also aims to expand a student's spiritual awareness and religious identity through the development of such key skills as discernment, critical thinking, meaning-making, and the search for the truth. The Religious Education program then seeks to challenge and inspire a life of service in the Christian community and in society.

I have come that they may have life, and have it to the full. John 10:10

VICTORIAN 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)

In addition to the Source of Life Religious Education curriculum, 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

BUILDING STRONG FOUNDATIONS FOR LEARNING

At St Mary's, we are committed to using evidence-based programs to support every student's growth. Our teaching is guided by tools such as **OCHRE**, which ensures consistent planning and assessment across the school, and **Initial Lit**, which provides a structured and sequential approach to early reading based on the science of learning.

Classroom Mastery is a behavioural approach that promotes consistency across all classes, supporting students to understand expectations, feel safe and engage positively in their learning. **StepLab** further strengthens teaching practice by providing targeted coaching and professional development. Together, these tools help us create a focused and supportive learning environment for every child.

SPECIALIST PROGRAMS

On a weekly basis, students are involved in Therapeutic Arts, Performing Arts, Health, PE, Library, Indonesian and Science Lessons. These are conducted by teachers who have a passion for and are skilled in each area.

THE VALUE OF READING

At St. Mary's, we place significant value on the skill of reading. We begin each morning with 10min of Community Reading time from 8:50am-9:00am. 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 maximise 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.

STAFF PROFESSIONAL DEVELOPMENT

Teachers are constantly involved in ongoing Professional Development to ensure that your child's learning experiences are a result of sound, research-based teaching practice that meets the needs of all students. The school is permitted to close for the staff to undergo in-service training, develop curriculum and interview parents. Ample notice will be given of such closures

CAMPS, EXCURSIONS & EXTRA CURRICULAR ACTIVITIES

Despite being in a small rural town, the students of St. Mary's are involved in many extracurricular 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:

- Whole day excursions
- Camps for our senior students: In some situations, we may join with another school to accommodate needs and numbers in order to provide a positive experience for all.
- Sandhurst Arts on Show
- Energy Breakthrough
- Swimming & Gym Lessons and other sporting events
- Leadership Days
- National Reconciliation Week Activities



ASSESSMENT & REPORTING

PARENT CONTACT

Parents will be kept informed of 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.

LEARNING PORTFOLIO

Each child will take home a Learning Journal at the end of each semester. The Learning Portfolio consists of work samples and assessment pieces completed by the child throughout each term. This portfolio 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.

LEARNING CONVERSATIONS

Parents and students are invited to participate in Learning Conversations on a termly basis. These conversations are an opportunity for parents to speak with teachers about their 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.

END OF SEMESTER REPORTS

Two written reports are sent home each year, detailing each child's progress in relation to the standards set in the Victorian Curriculum and Source of Life. The first report is sent home at the end of each Semester.

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, particularly during our morning Community Reading time.. Some ways in which you can provide support is during our morning reading block, reading with your child at night, involvement in our Integrated Curriculum Unit time and assisting us with celebrating our learning. For example, attendance at assemblies and liturgies, learning expos, and sharing in activities such as excursions.

PARENTS & 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 support and catering for 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 COUNCIL

The School Advisory Council consists of the Principal, Parish Priest, a staff representative and parent representatives. The School Council meets on the Monday of the third and seventh week of each term at 7pm. Meetings discuss issues such as maintenance of the school buildings, the grounds, finance, school policies, 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 School Advisory Council at the beginning of each year.

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. 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. Students have also had opportunities to connect with community members via Hostel visits, craft groups and at the local Men’s Shed.

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.

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 us if this is a concern for you or your family.

PAYMENT OPTIONS

A variety of payment options are available to all families taking into consideration family situations and financial commitments.

- Cash or cheque
- Direct Debit (fortnightly on even or odd weeks; or monthly)
- Direct payment into the school bank account
- Individual instalments to suit particular needs of families

2025 SCHOOL FEES

Curriculum & ICT Levy	\$454 (per student)
Family Fee	\$1120 (families with 1 child) \$1240 (families with 2 or more children)
Capital Fee	\$115 (per family)
PLUS on costs for your child’s year level - E.g. Camps & Excursions	

The Curriculum Levy covers the cost of all consumables of students within the classroom and specialist areas. The ICT Levy assists with the upgrade of ICT. The family and capital fees are charged per family and not each individual child. These fees are to help with the running costs of the school and your child’s educational needs.

It is the responsibility of each family to meet their obligations with regard to the payment of fees. If fees are not paid by the due date then an “account rendered” statement will be sent on a term basis. If payment provides a problem, contact should be made with the Principal and arrangements can be made. Unless paying by Direct Debit, we request where possible, that you pay a min. amount of \$150 per child by the second Friday of Term 1. This helps us cover our stationery accounts which are due at the beginning of the year and this will be deducted from your fee account.

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 voluntary Parents & Friends Fundraisers, School Photos and Caritas/charity Donations.

HEALTH/CONCESSION CARD HOLDERS - Low Income

St Mary’s School is pleased to announce that Catholic Education Sandhurst Ltd will significantly reduce school fees and levies for families with a valid Health Care Card (HCC) in the upcoming year. The total annual fee will be reduced to \$520 per student, which amounts to just \$10 per week.

The discount will be automatically applied to your school fee account once you provide a copy of your HCC to the school office, complete a CSEF form, and set up a direct debit arrangement. If you've already submitted your HCC,

completed the CSEF form, and have a direct debit in place, no further action is needed; the discount will be applied automatically.

The CESL understands that many families have varying circumstances and in response to the rising cost of living expenses, are committed to supporting those who need additional assistance.

Please be assured that this support is provided to ensure all students have the opportunity to thrive in our school community. If you have any questions or need further clarification, please contact the school office.

CONVEYANCE ALLOWANCE

The Conveyance allowance is a payment to parents through the school, to assist with the cost of student travel expenses. To be eligible to receive a conveyance allowance a student must:

- Be aged between 5 years by the 30th April and 21 years.
- Live more than 4.8km radial distance from the nearest appropriate registered school attended.
- Be enrolled at the nearest government primary or secondary school, or at the nearest registered non-government school, having regard for the following factor – *A student cannot claim a Conveyance Allowance if bypassing a nearer denominational school of the same denomination as the school attended.*

CAMPS, SPORTS AND EXCURSION FUND (CSEF)

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. Payments are made directly to the school and are tied to the student. For further information on eligibility criteria, please see the school office.

SCHOOL UNIFORM




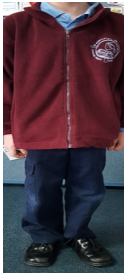


St Mary's has a uniform dress code which reinforces students pride in their own appearance, instils recognition of themselves as an integral part of the school community and assists in the development of pride as a representative of the school. The dress code applies during school hours, while travelling to and from school and when students are on school excursions.

St Mary's Dress Code Policy applies during school hours, while travelling to and from school and when students are on school excursions. All uniform items must be clearly labelled.

Summer and winter uniforms, as well as sports uniforms will be prescribed and are required to be worn.

- Variations to the uniform, e.g. leggings, cargo pants, track suits with logos or stripes are not permitted.
- Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery.
- Extreme hair colours (e.g. green, pink or purple rinses) and/or extreme hairstyles (e.g. spikes or Mohawks) are not permitted. ***All boys and girls with shoulder-length, or longer hair are required to have their hair tied back.***
- Other than clear nail polish, cosmetics may not be worn at school.
- The only acceptable headwear is the school hat, consistent with our Sunsmart policy and sold through the Uniform Shop. They must be worn outside during the high UV period. Hats are not to be worn inside.
- Leisure Footwear NOT permitted – for protection, sandals must have an enclosed toe.

Uniform orders can be placed through the Office. Second-hand uniforms are also available.

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, SERVICES & PROCEDURES

ABSENCE & 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, a phone call to the school or a Parent Notified Absence notification via PAM, is expected to explain the absence. Any unexplained absence will be followed up 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. Children who arrive late to school need to be signed in by a parent/guardian at the front office. Parents who pick up children during the day are asked to sign the child/children out and if returning that same day sign them in again. Planned periods of pupil absence (e.g. family holiday) should be reported to the school office in advance.

AFTER SCHOOL PICK UP

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.

OUT OF HOURS SCHOOL CARE

St Mary's now has access to the Out of School Hours Care and Holiday program, which is run independently at IPS. This is a great opportunity for St Mary's and the Inglewood community, as the school can provide safe travel to and from IPS each day.

For enrolments or any other enquiries, please get in touch with Juliana Arenas (Director):
M: 0411 821 530 Email: inglewood@in2learning.com.au

BICYCLES & SCOOTERS

Bike racks are provided for the children's bicycles out the front of the Office. Children are not allowed to go near the bike racks during school hours, nor is any child allowed to touch or ride another child's bike. It is mandatory for all people to wear a helmet when riding a bike, scooter etc. Children are not permitted to ride bikes, scooters, skateboards or roller blades in the school playground.

CHILD SAFETY

St Mary's Primary School demonstrates a whole school community approach to Child Safety. All students enrolled and any child visiting, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety. We actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them. We teach students about what they can do if they feel unsafe. We listen to and act on any concerns students, or their parents or carers, raise with us. St Mary's Primary School will apply the most thorough and rigorous standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and volunteers and require them to have a current Working with Children Check (WWCC) or registration with the Victorian Institute of Teaching (VIT). Our commitment to Child Safety and our screening requirements are included in all advertisements for staff and volunteer positions. For more information in regards to St Mary's commitment to Child Safety, ask our friendly office staff for a copy of our Child Safety Policies and Codes of Conduct.

EXTREME WEATHER & SUN SMART POLICY

On extremely wet, cold or hot days, the children will play inside the classroom at break times. 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 at these times. When the UV is 3 or above, students will be required to wear their school hat when outside.

GRIEVANCE PROCEDURES

Any issues regarding your child should be directed to his/her teacher in the first instance. If the issue is not resolved to the satisfaction of both parties at this point, the complaint should be directed to the Principal.

LOST PROPERTY

All items brought to school should be clearly marked with the child's first and last name to assist in returning them if lost or misplaced. Named items will be returned to the child via the class tub. Items which do not have their owners name clearly marked are placed in the Lost Property Tub, located in the office. Items remaining in lost property at the end of the year will be displayed for collection; unclaimed items will be donated to the School Uniform shop to be sold second hand.

LUNCH ORDERS

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

NEWSLETTER

The school newsletter is a vital means of communication between school and home. It contains information about upcoming events, articles about various aspects of curriculum and news from parent groups. It is issued fortnightly on a Thursday and is available in print form from the school office or online via the school website or email.

PARENT ACCESS MODULE (PAM)

Parents at St Mary's can utilise the Parent Access Module (PAM) of 'SIMON' to create and maintain Medical Profiles, book Learning Conversations, give permission for excursions and for notification of student absences. If you misplace your PAM login details, please contact the office.

PRIVACY

St Mary's is required to manage the personal information of individuals in accordance with Privacy Laws. Please note, that the school uses the services of third party online service providers, including Google, Simon and ICON. Some personal information, including sensitive information, may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.

A copy of the school's Privacy Policy is available from the school office, on the website and is also supplied to prospective parents in the school's enrolment pack.

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 to other appropriate agencies when required and follow up children referred on previous occasions. Nurses will contact parents if they require seeing them.

STUDENT PHOTOS

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter, website and social media, or to promote the school in newspapers and other media. St Mary's seeks permission to use photos of students at the beginning of each year. At any time during the school year, parents may elect to change their permissions by contacting the school office or editing their preferences via the Parent Access Module.

VOLUNTEERING

As part of our commitment to Child Safety, any volunteer within the school is now required to have a valid Working with Children Check (or VIT registration). This includes P&F Members and Class Reading volunteers. This applies even if you are a parent with children in the school. Parents wishing to volunteer should return a signed copy of the Child Safety Code of Conduct and a Volunteer Expression of Interest form (including two referees) to the school office along with your WWC Check (or VIT) card. In addition to the Child Safety Code of Conduct all members of the school community are expected to adhere to the School Relationships Code of Conduct.

WELFARE/FAMILY SUPPORT

Within a school environment students may experience a wide range of behavioural, emotional, social and psychological issues that, if left untreated, may jeopardise their wellbeing and learning. Examples include mental illnesses, friendship difficulties, family breakdowns, relationship issues, eating disorders, bullying, traumatic events, alcohol and substance abuse, self-esteem and identity difficulties.

St Mary's employs a Family Support Worker. If you feel that it may be beneficial for your child to talk to our Welfare/Family Support Worker, please contact the school office or your classroom teacher.

PREP TRANSITION

ENROLMENT

Please refer to the school website or speak to the Office for information regarding school enrolment and for an enrolment pack.



School Information Days

Monday 19th - 21st May

Principal led tours

Via appointment

Orientation Day

Tuesday 9th December 9:00am - 11:30am

Foundation Orientation Program

Wednesday 12th November 9:00am - 11:30am

Wednesday 26th November 9:00am - 11:30am

Wednesday 3rd December 9:00am - 11:30am

Enrolments

Currently accepting new enrolments

PROCESS FOR ENROLMENT

Terms 2/3: Families are invited to visit the school for a learning walk of S. 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.

Term 4: Throughout Term 4, students intending on enrolling for the following year are invited to participate in our Fly into Foundation program. 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 regarding your child's learning and answer any questions that you may have.

TRANSITION

In order to make the transition between home and school less tiring, Foundation children will not attend school on Wednesdays until after the Labour Day long weekend. This will be their first full week.

HEALTH

MEDICATION POLICY

At St Mary's staff will not administer medications or medical treatment to students without written consent from the child's doctor AND parent.

Should your child need to receive medication during school hours a letter signed by your doctor stating the medication to be given, time and dosage will be required (or relevant, current signed Action Plan). Prescription medications provided in their original pharmaceutical packaging with the dispensary label are also an approved authority from the Doctor.

We are not able to administer any medication (including Panadol) without a Doctor's signed instruction.

Along with the signed authority from the Doctor, you will also need to sign the Medication Authority form when handing over your child's medicine.

PUPIL ATTENDANCE & ILLNESS

All children are expected to attend school every day, unless there is a very good reason for them to be absent.

Children who are ill or who have not fully recovered from illness should not be at school.

When your child is unwell and unable to attend, a phone call notifying the school of their absence is expected.

Notification of student absences can also be made via the Parent Access Module (PAM). Planned periods of pupil absence (e.g. family holiday) should be reported to the school office in advance.

CHILDREN'S WELLBEING

Our declaration at the beginning of this booklet indicates the school's Christian character. In line with this, there is a strong emphasis on the welfare of all children. We have a Pastoral Care & Wellbeing team to monitor the wellbeing of each individual child. Children's Wellbeing encompasses the following areas: Crisis Management, Discipline, Learner Diversity and support of children with disabilities, Seasons for Growth, Family Life, and Resilience, Rights & Respectful Relationships. In addition to the "in-house" Pastoral Care, we also have a School Support Worker who is available to assist school families.

INFECTIOUS DISEASES - EXCLUSION FROM SCHOOL

Illness	Exclusion Period
Chicken Pox	Until all blisters have dried. This is usually at least 5 days after the rash appears.
Impetigo (school sores)	Until sores have fully healed. The child may be allowed to return earlier provided that the appropriate treatment has commenced and the sores on the exposed surfaces such as the scalp, face, hands and legs are properly covered with occlusive dressings.
Measles	Until at least 4 days from the appearance of the rash or until a medical certificate of recovery is produced.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).
Rubella (German Measles)	Until fully recovered or at least 4 days after the onset of the rash.
Head Lice, Ringworm & Scabies	Exclude until the day after appropriate treatment has commenced.
Conjunctivitis	Until discharge from eyes has ceased.
Herpes (Cold Sores)	Young children unable to comply with good hygiene practices should be kept at home while the lesion is weeping. Where possible, lesions should be covered.
Influenza and influenza like illnesses	Exclude until well.
Hand, Foot and Mouth Disease	Until all blisters have dried.
Whooping Cough	Exclude for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.
Vomiting/ Gastro Illnesses	Due to the possibility of the symptoms being caused by a viral infection, exclude for 48 hours after vomiting / diarrhoea ceases.
Coronavirus (COVID)	Children experiencing symptoms compatible with COVID-19 are encouraged to seek the advice of their healthcare professional who can advise on next steps. Exclude until well.



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