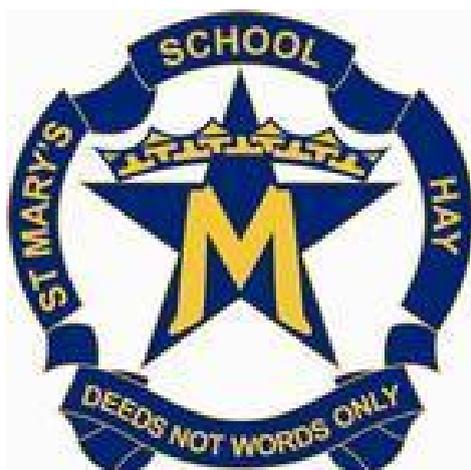


# St Mary's Parish School

## Hay



## Parent Handbook 2021

Phone: 02 6993 1775

Email: [admin.hay@wf.catholic.edu.au](mailto:admin.hay@wf.catholic.edu.au)

## Vision Statement

### St Mary's Parish School is

- **Christ founded**
- **Child centred**
- **Community Focused**

Jesus Christ is the model for life which St Mary's Parish School offers to its community. Focused on education, in partnerships with parents, we promote the formation of the whole person through the teaching of Jesus according to the Catholic traditions. St Mary's Parish School values each individual member as a gift and promotes a school, community and parish partnership within the Diocese of Wilcannia-Forbes.



### Diocese of Wilcannia-Forbes Statement of Faith

Our schools are communities of faith, learning and transformation founded upon the person of Jesus Christ, the Way, the Truth and the Life. Where the Gospel is proclaimed and lived within the communion and the rich tradition of the Catholic Church.

## A Message From the Principal

As principal of St Mary's Catholic Primary School, Hay, I am delighted to welcome you as we begin the new school year of 2021. St Mary's is a small school with a big heart. It has a rich tradition in the Hay area and has been a vibrant part of the town life since it first opened its doors in 1837. To this day our school continues to provide an outstanding Catholic education for students from Kindergarten to Year 6.

In the very short time I have been at this school I have come to love it and my spirits are constantly lifted by the warmth of the students, staff and families and our parish priest, Fr Peter Nevandt who loves to spend time in the school with us. I don't think I would find this level of warmth anywhere else.

Our teaching and support staff are highly skilled, passionate professionals and are committed to ensuring that every student receives the best possible opportunities. During 2021 we will be developing a strong focus on building positive classroom and school environments with an intentional focus on the innate character strengths that each child and staff member has. This focus on the positive is at the very heart of the school's emphasis on wellbeing for everyone which is the very foundation for the learning that takes place here.

At St Mary's we are inspired by the message of Jesus and believe that each child is unique, loved by their parents, cared for within their community and most importantly, loved by their God. With our small number of students here, we aim to capitalise on our unique family atmosphere and strive to focus on delivering engaging and powerful learning experiences and personalised learning to challenge the needs of each of our children.

As principal, I am committed to working in partnership with you for the wellbeing and learning of your children and I encourage you to contact me at any time on any matters pertaining to your child and indeed the school in general.

Appreciatively

Vince Campbell

Principal



## The History of St Mary's Parish School

The Order of the Presentation Sisters was founded in Ireland in 1775 by Nano Nagle, who traveled through the streets of County Cork with a lantern, secretly providing an education to the poor. In 1874, five Presentation Sisters traveled from Kildare in Ireland, to begin work in Wagga Wagga, moving into Mt Erin. Seeing a need for a Catholic Education in some of the smaller settlements, the Bishop of Goulburn asked the sisters to open a school in an isolated settlement on the western plains- Hay.

The sisters arrived in 1883, opening the school on February 26th, with over 60 children enrolled. Within a term, the number had increased to 100. St Mary's initially relied on the generosity of the Parish and its families to supply funding for valuable resources. This community spirit of support and fundraising is still alive today, with our energetic Parents and Friends Community taking charge of these activities.

In 1971, the school joined the Catholic Education Office of the Diocese of Wilcannia-Forbes and has continued to evolve into the beautiful school we love today.



## 2021 Staff and Class Structure

Principal	Mr Vincent Campbell
Religious Education Coordinator	Mrs Veronica Tripney
Additional Needs Coordinator	Mrs Janet Low
Classroom Teachers	K/1: Miss Felicity Kew 2/3/4: Mr Shane Creece 5/6: Mrs Catherine Nelson and Mrs Veronica Tripney
Teacher Assistants	Miss Cherokee Dixon (Aboriginal Education Worker) Mrs Jenny Mabon Mrs Robin Symons
Office Manager	Mrs Sharon Cox

### **2021 Additional Roles**

Additional Needs and Gifted Education	Mrs Janet Low
EMU Specialist Teacher	Mrs Low
K-6 Literacy/Numeracy Focus Teacher	Mrs Tripney
Sports Coordinator	Mr Creece

# Co-operation

For all children to have a rich and rewarding school life, we ask the following of parents and caregivers:

## **Be generous with your time and effort.**

Your generosity will be repaid both in the rewards your children will reap and in the friendships you will make. Schools can be centres of belonging for parents as well as for children, and give an extra social dimension to your life.

## **Be supportive of teachers and of school policies.**

If you have a criticism or complaint, discuss them with the teacher concerned or with the Principal. Criticism in front of the student will undermine their faith in the school and their personnel. Remember that your child's perception of what really happens at school is not always right, so take time to listen to the school staff before making any rash judgements or decisions.

## **Give your children's school the benefit of your expertise and ideas.**

You, the school and its students will be richer for it. See the Principal and the staff as allies.

Our common concern is the development of each child to achieve their full potential.



# Fee Structure

St Mary's Parish School is a systemic Catholic school. State and Federal funding covers some expenses such as salaries and capital works, however day to day running costs and resources are provided for through school fees. Our fees include tuition, a building levy, a Chromebook levy and a resources, technology and copyright levy which is payable in Term 1. At St Mary's there is an expectation that all families meet their fee responsibilities. However, the school is able to offer flexible arrangements and fee support to any family should genuine hardship arise. Fee payments may be made by direct debit and the school office can assist with the necessary paperwork.

Fees are set at the end of each year.

Proposed Fee Schedule 2021				
	One Child	Two Children	Three Children	Four Children
<b>Tuition</b>	\$950.00	\$1,850.00	\$2,750.00	\$2,750.00
<b>Resource, Technology &amp; Copyright</b>	\$190.00	\$380.00	\$570.00	\$760.00
<b>Building Levy</b>	\$300.00	\$300.00	\$300.00	\$300.00
<b>Activities/performances</b>	\$30.00	\$60.00	\$90.00	\$120.00
<b>Chromebook Levy</b>	\$173.00	\$346.00	\$519.00	\$519.00
<b>Total Annual Fees</b>	<b>\$1,643.00</b>	<b>\$2,936.00</b>	<b>\$4,229.00</b>	<b>\$4,449.00</b>
<b>Discount if paid in full by end of March</b>	\$47.50	\$92.50	\$137.50	\$137.50
	<b>\$1,595.50</b>	<b>\$2,843.50</b>	<b>\$4,091.50</b>	<b>\$4,311.50</b>
<b>Costs per week</b>	<b>\$38.21</b>	<b>\$68.28</b>	<b>\$98.35</b>	<b>\$103.47</b>
<i>Based on 42 weeks</i>				
<b>Costs per term</b>	<b>\$410.75</b>	<b>\$734.00</b>	<b>\$1,057.25</b>	<b>\$1,112.25</b>

The Subject Levy includes payment for all consumable items, shows, art supplies, equipment and photocopying.

## Discounts

Discounts apply to families with more than one child at the school and a 5% discount on tuition fees if paid prior to the end of Term 1 of the current year.. Contact the school for more details.



# St Mary's Baseline Behaviours

Students are to show respect for self, others and the environment.

These behaviours are summarised in the following phrases:

- Kind and Helpful Hands
- Speak to Please
- Right Place, Right Time, Right Task
- Be Safe, Play Safe
- Report Responsibly

The Behaviour Management Policy at St. Mary's is devised to promote a safe environment for all students. If a problem exists, be it in the class or on the playground, it is dealt with by the supervising teacher. If a serious breach occurs the child is sent to the Principal. As necessary, parents are informed of the problem so the school and parents may work together to promote a healthy, positive attitude to self and to school life. Appropriate behaviour is rewarded with positive affirmations with Merit Awards and Making Jesus Real awards, which recognise when a student is doing the right thing, along with setting a great example to other students.

# Curriculum

## Religious Education

A regular Religious Education Programme is an integral part of the curriculum. The 'Educating in Christ' program is presented in all schools throughout the Wilcannia-Forbes Diocese including St Mary's. Students participate in quality, concrete learning experiences following the liturgical seasons of the Church.

## New South Wales Curriculum

The traditional emphasis on literacy and numeracy is retained as well as exposing students to a variety of social, cultural, religious, co-curricula and extra-curricula activities.

## Key Learning Areas

- Religious Education
- English
- Mathematics
- Science and Technology
- Human Society and its Environment
- Creative Arts – Visual Arts, Music, Drama & Dance
- Personal Development, Health & Physical Education
- Computers are integrated across the curriculum. There is a 1:1 technology ratio for the school.

## Chromebooks

Each student is given a Chromebook when they start school. The cost of this Chromebook is included in the school fees, paid over a three year term. On completion of the 3 year period students may buy their Chromebook for \$1 (if all school fees are paid in full). Students and their parents must sign a Chromebook Agreement Form at the start of each year before they are allowed to take their Chromebooks home. Kindergarten students are not permitted to take their Chromebook's home. The first two students in any one family are charged this fee, and subsequent children are free.

# Daily Routines

8.30am- Rostered supervision

8.50am- Morning messages and enter classrooms for English session

11.00am- Recess

11.25am- Students enter classrooms for Mathematics and Religious Education or one other Key Learning Area

1.00pm- Lunch

1.55pm- Students enter classrooms for HSIE, Creative Arts, Science and Technology or Personal Development/Health

3.10pm- Students line up outside for afternoon prayer and dismissal



# Uniform

The staff encourage the wearing of school uniform because:

- We feel it is positive for children to develop loyalties to their school and to identify with an organisation to which their peers also belong
- We encourage children to be proud of their school and through genuine school spirit to communicate this pride of belonging to the community
- School uniform adds to the atmosphere and spirit of the school
- School uniform prevents the problem of unhealthy competition related to expensive clothing
- Wearing school uniform assists home morning routines

No jewellery, other than a crucifix or holy medal, wrist watch and one pair of appropriate earrings may be worn at school. Runners/Joggers are strictly not permitted to be worn with the school uniform except for Sports Day (typically on Fridays). All children with long hair must have it tied back while at school. Hair accessories must be either blue or gold in colour.

If for any reason a student needs to be out of uniform, a note from home is required.

## Boys Summer Uniform

Grey school uniform style shorts

Light Blue short sleeved shirt

Black sandals, black school shoes or boots with grey socks

Monogrammed school hat

## Boys Winter Uniform

Grey school uniform style trousers

Light Blue long sleeved shirt with royal blue tie

Monogrammed navy polo fleece jumper

Black school shoes or boots with grey socks

Monogrammed school hat

## **Girls Summer Uniform**

Blue and gold checked uniform dress

Black sandals, black school shoes or boots with white ankle socks

Monogrammed school hat

## **Girls Winter Uniform**

Grey and blue checked uniform pinafore

Light Blue long sleeved shirt with royal blue tie

Monogrammed navy polo fleece jumper

Black school shoes or shoes with grey socks or tights

Monogrammed school hat

## **Sports Uniform**

Monogrammed yellow polo shirt

Navy shorts or tracksuit pants

Monogrammed navy polo fleece jumper

White socks

Runners/Joggers

## **Non-compulsory uniform items**

School Jackets can be purchased from the office to wear over the top of school jumpers

Long navy and gold socks can be purchased from the office to wear on sports days, when the weather is cold

# Attendance and School

Regular attendance is necessary for student progress. Students are expected to attend every school day and to attend every lesson scheduled for that day

## Years K – 6

Students should arrive at the School by 8:50am. and not before 8.30am. A student who arrives after that time will need to be signed in at the Office before going to class.

School concludes at 3:15pm.

## Kindergarten

At the beginning of the year Kindergarten will start the day after years 1 to 6. This time allows for the kindergarten children to take part in the Best Start Assessment.

The Best Start Kindergarten Assessment helps teachers identify the literacy and numeracy knowledge and skills that each child brings to school as they enter Kindergarten, to inform the development of quality teaching and learning programs.

## Absences

A class roll is a legal document; therefore parents are required to inform the class teacher, in writing, of the reason for any absence from school. This also includes 'partial absence' such as late arrivals or short visits to doctors etc. Parents are required to sign their children out and back in on their return at the front office. If a written explanation is not received the school will send home an absentee form to be completed. This form should be returned to school ASAP.

## Sick Bay

A sick room is provided to cater for minor injuries and ailments that can occur during the school day. If a student is ill and cannot remain at school, parents will be contacted.

## Accidents and Illnesses

In the case of accidents or sudden illness, the following procedures are used:

### *Serious Cases*

Qualified staff will administer First Aid and the parents/emergency contacts will be notified if necessary. In extreme cases, an ambulance may be called – this is covered under the Diocesan Student Accident Insurance.

## *Minor Cases*

When a child becomes unwell or suffers a minor accident, appropriate First Aid is administered and the child rests in the sick bay. Any medication administered will be done so at the permission of the parent. If necessary, parents may be notified to collect their children.

## *Medication*

It is imperative that class teachers are notified in writing of any medication that is to be taken during school hours.

## *Infectious Diseases*

Exclusion from school for infectious disease is imperative for the health and well-being of the whole school community. Some infectious diseases and their exclusion times are listed below;

Chicken Pox – Until all sores have dried.

Gastroenteritis- 24 hours after diarrhoea stops

Viral Hepatitis – Until a medical certificate is given.

Conjunctivitis – Until fully cleared.

Ringworm – Until treatment has begun.

Impetigo (School sores) – Until healed or covered by a bandage.

Head Lice – Until all eggs are removed.

## **Appointments**

Parents are invited to be active participants in the learning journey of their children. As such, speaking to the class teacher or Principal is important for consistent communication. It is usually best to make an appointment by ringing the school Office Manager (69931775) or via email ([admin.hay@wf.catholic.edu.au](mailto:admin.hay@wf.catholic.edu.au)) to make an appointment time. Parents are reminded that classes should not be interrupted during lesson times unless in the case of an emergency.

## **Assembly**

Assembly is held on alternate Friday afternoons in the Nano Nagle Room at 2.45pm. For a schedule of hosting students, please see the weekly newsletter. Parents and friends are warmly invited to join us.

## **Banking**

All children have the opportunity to participate in the school banking system which is provided by the Commonwealth Banking Group. The school receives a rebate from the bank for encouraging savings, which in turn assists us to purchase resources for the school.

## **Bookclub**

Order forms are issued by the class teacher at various times throughout the year. Children may buy books and computer programs applicable to their age at a reasonable price. Orders can be made online with LOOP or order forms, together with correct money, must be returned to the office before the closing date or. We regret that it is impossible to accept orders and money after the closing date. Again the school receives a commission on sales which allows us to supplement library books and readers in the school.

## **Child Protection**

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working With Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

## **RESPONDING TO RISK OF HARM**

All school staff are mandatory reporters. This means that if there are reasonable grounds to suspect that a child is at risk of 'significant harm' from abuse or neglect, then a report must be made to the Community Services Child Protection Helpline (CP Helpline).

School staff are to inform the Principal if they are concerned that a child may be at risk. It is the role of the Principal to make the report to the CP Helpline.

In making a report the Principal will consider all of the information and seek appropriate advice from the Catholic Education Office. Any information about a child at risk is kept confidentially by the Principal.

In situations where a child is considered to be at risk, the school will work with the child and family to assist them as much as possible.

If you have any concerns about a child who you consider may be at risk, please discuss your concerns with the Principal as soon as possible and maintain confidentiality.

## **MAINTAINING PROFESSIONALISM**

All staff are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children. We understand that staff have a duty of care to:

- ensure no child is exposed to foreseeable risk of harm;
- take action to minimise risk;
- supervise actively; and
- if we see others acting inappropriately with children, report concerns to the Principal.

School staff also understand that they are in a position of trust, authority and influence in relation to children and that it is important that we do not take advantage of that position to mistreat or misguide students either intentionally or inadvertently.

### **Addressing Complaints Of Inappropriate Behaviour By Staff**

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour by staff towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the Children's Guardian Act 2019. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff. You should be aware that 'staff' includes volunteer helpers (including parents), contractors as well as paid staff.

If you have concerns about alleged inappropriate behaviour by a staff member towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the Catholic Education Office.

All complaints are investigated and resolved through a fair and confidential process which involves listening to 'both sides of the story' and giving all involved an opportunity to be heard. If the concerns involve alleged criminal behaviour they will be reported to the Police and the Catholic Education Office will wait for the outcome of the Police investigation before continuing its own investigation.

At the end of an investigation a finding will be made and appropriate follow up determined. In relation to the staff member this may include no action, increased support, professional development, increased supervision/monitoring or disciplinary action, removal of duties or termination of employment.

If harm has occurred to a child, counselling or other support will be offered to the child.

## WORKING WITH CHILDREN CHECKS

### Screening of those working in schools

Working With Children Checks are undertaken by staff working in our school. Non-exempt school volunteers, outside tutors, external providers and any staff engaged by an external organisation are also expected to provide schools with their WWCC which is verified prior to engagement.

Exemptions from Working With Children Check are:

- Children (under the age of 18);
- A 'parent of a child' includes a carer or person who has legal responsibility for a child;
- A 'close relative' includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew.

This exemption does not apply where the work is part of a formal mentoring program or involves intimate, personal care of children with a disability, or when volunteering on overnight camps.

The purpose of the check is to exclude people from working with children who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from working in a child related role.

The participation of parents and close relatives of students at the school as volunteers is welcomed and appreciated for various activities in the school. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign in on the *Compass Kiosk* at the front office and obtain a visitor's badge or slip as per school procedure;
- check with the school to ascertain the current legal requirements for working with children;
- not engage in any inappropriate behaviour towards any children. In particular, although volunteers are not employed by the school, they are considered to be 'staff' for legal purposes and are subject to an investigation if an allegation of inappropriate behaviour towards a child or children is received.

Volunteers who are not the parent or a close relative of a child at the school will be expected to undertake a Working With Children Check.

Further information on the Working With Children Check can be found on the website for the Office of the Children's Guardian at <https://www.kidsguardian.nsw.gov.au/>

## PARENT HELPERS/VOLUNTEERS

The participation of parents and close relatives of students at the school as volunteers is welcomed and appreciated for various activities in the school. It is important that all volunteers are aware that they are subject to child protection legislation. This means all volunteers must:

- sign in on the *Compass Kiosk* at the front office and obtain a visitor's badge or slip as per school procedure;
- check with the school to ascertain the current legal requirements for working with children;
- not engage in any inappropriate behaviour towards any children. In particular, although volunteers are not employed by the school, they are considered to be 'staff' for legal purposes and are subject to an investigation if an allegation of inappropriate behaviour towards a child or children is received.

### Compass School Manager App



Compass School Manager is an app which is used for communications from both St Mary's and the Catholic Education Office. Attendance and absent notes, semester reports, news feed, wellbeing, school newsletters and excursion permission and payments can be completed through Compass. It can be downloaded from the Apple store or Googleplay.

## Complaints and Grievances

We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you or your child has a complaint about a student other than your own child you should raise it with your child's class teacher.
- If you or your child has a complaint about academic achievement or wellbeing issues you should raise it with your child's class teacher.
- If you or your child has a complaint about a staff member relating to teaching and learning, the issue should be discussed with the principal.
- If you or your child has a complaint about the inappropriate behaviour of staff, misconduct or reportable conduct towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained. All complaints regarding inappropriate behaviour of staff, misconduct or reportable conduct will be acknowledged within 15 business days. (For further information refer to the 'Addressing Complaints of Inappropriate Behaviour by Staff' in the Child Protection Section)

## **Corporal Punishment**

Corporal punishment is expressly prohibited in this school. The school does not sanction administration of corporal punishment by school persons and non-school persons, including parents, to enforce discipline in the school.

## **Covid19**

St Mary's will follow directives from NSW Health regarding protection and management of Covid19.

## **Crunch and Sip**

Crunch and Sip is a break in the morning for students to refuel on fruit and salad vegetables and rehydrate with water, which assists physical and mental performance and concentration. Each day students need to bring a piece of fruit or vegetable and a water bottle for Crunch and Sip. Another healthy snack time is available for students between recess and lunch.

## **Excursions**

An excursion is an educational experience, organised to allow children to discover other environments and is aimed at further developing a unit of class work. Excursions requiring transportation will require a permission note being sent home to be signed for written consent from parents. No child will be permitted to attend an excursion without written consent of the parents.

## **Front Door Policy**

All parents and visitors must sign-in at the front office when they enter the school for any purpose. The delivery of belongings to students is through the front office.

## **Homework**

Students need to establish a habit of doing some personal study, work or reading.

This habit will help to build self-discipline, personal responsibility and independent action. It will develop thinking, concentration, time management and research skills. Additionally it may help to reinforce concepts learnt in class during the day.

Due to the importance of reading, we expect ALL students to read at home at least four nights a week.

## **Library**

Our Library has a wide range of fiction, non-fiction and reference books and reflects our strong focus on literacy. All children need a library bag for borrowing and each class will visit the Library with their class teacher regularly.

## **Lost Property**

Lost property, when clearly marked, will be returned to the owner when found. If unmarked, lost property will be kept at the front office.

## **Lunches**

Hay War Memorial High School Canteen provides the school with an excellent service of nutritious lunches each day of the week. The menu is provided by the canteen and is available from the front office on request and on Compass. When ordering, please write your child's name, class, school and order on a brown paper bag and enclose payment. Orders are collected each day in the box outside the front office.

## **Mass and Reconciliation**

At St Mary's the children enjoy regular opportunities for Liturgical worship as a class community, a school community and a parish community. Each term, students in Year 3 to Year 6 attend Reconciliation.

## **Money Sent to School**

When sending money to school for any reason, please enclose it in an envelope marked clearly with your child's name and class, the amount of money enclosed and the purpose.

## **Newsletters**

The School Newsletter is produced each Wednesday and is for the information of parents and children. The newsletter can be accessed via email, via Compass app as well as a hard copy sent home to each family.

## **Parent Teacher Interviews**

Parent/Teacher Interviews are held at the end of term two and at the end of term four.

Parents and Teachers may request an interview at any time by contacting the teacher or the office to arrange a mutually convenient time.

## **Personal Items at School**

Children may bring to school special items for News in class. They are not to bring in items to swap or sell. Students are not permitted to bring electronic devices, mobile phones, trading cards, footballs or other sporting equipment (tennis balls and handballs are an exception). Any item from home should be clearly marked or labelled.

## **Reports**

Comprehensive written reports are provided via Compass in June and December. If a hardcopy is required please contact the class teacher or front office. The reports are based on continuous

assessment of class work, standardised tests, class tests and the child's general attitude and conduct.

## **Restorative Practices**

To apply good and fair discipline, it is necessary to have an ordered system of discipline that is clearly understood by the teacher and understood by the pupils.

We use Restorative Practices strategies that support and facilitate the building of healthy relationships. Basic to the Restorative Practices process are these questions which are used when things go wrong: What happened? What were you thinking at the time? What have you thought about since? Who has been affected by what you have done? In what way? What needs to happen to make things right? What will you do differently next time?

These questions are about story, challenge, reflection and reparation of harm. They have been designed to build a strong relational basis with which to work in any relationship. These questions are: devoid of blame, respectful not value laden, thinking questions rather than feeling questions and have the potential to stimulate empathy and growth.

## **Parish School Advisory Committee**

The School Committee oversees the financial management of the school and the maintenance of buildings and grounds. Election of members is held amongst the school parents when necessary and members are elected for a two year term. The School Committee meets once a term.

## **Parents and Friends Association**

Each year this group provides the school with funds to purchase resources. Without this contribution, school fees would need to be greatly increased. The main fundraiser each year is the Christmas Tree Fete. All parents are warmly invited to help in any way they can.

## **Sacraments**

In the tradition of the Catholic Church, sacramental occasions are very important times. Children prepare for the Sacraments of Reconciliation in Year 4, Eucharist in Year 5 and Confirmation in Year 6. The school supports the family and the parish in the Sacramental programs.

## **Students with Additional Needs**

A range of services are available for students at St Mary's with Additional Needs. The staff are committed to ensuring educational outcomes are challenging but achievable for all students. Strategies may include, but not limited to;

- Personal Plans (PPs) for learning in the classroom
- Enrichment or extension activities and programs
- Differentiated teaching methods
- Availability of meeting space for visiting therapists

## Supervision

Students are supervised at St Mary's from 8.30am to 3.45pm each day. Our Behaviour Management Policy outlines the rights and responsibilities of students, teachers and parents with the aim of supporting families and the school in their duty of care for all students. We pride ourselves on the quality of care that is given to the pupils in our school. However, supervision is not possible outside the hours stated above.

## Travelling to and from School

When bringing your children to school and picking them up please heed all traffic signs as these protect the safety of all children. Vehicles are not permitted to park in the bus loading zone between the hours of 8.30am to 9.30am and 3.00pm to 4.00pm. The Children's Crossing is to be kept clear at all times during the day. The *No Parking* zone is for dropping off and picking up only. When collecting students in the afternoon, please do not call your children across the street or cross with them at any place other than the Children's Crossing.

