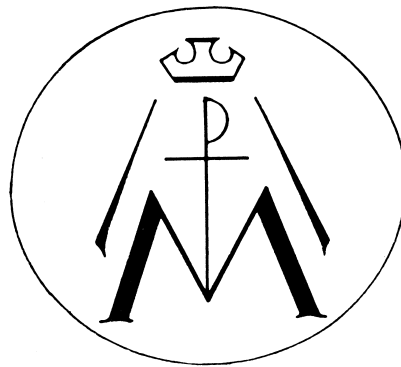


St Mary's Primary School, Rushworth



"Caring for the whole Child"

Parent Information Book 2017 - 2018

From the Principal

Dear Parents and all Caregivers,

A very warm welcome to St Mary's Primary School community, I hope that your association with our school is a happy and rewarding one. We pride ourselves on being a welcoming, supportive community which aims to provide the very best learning experiences for the children.

Our school is a faith community, which includes our Parish Administrator, Father Joseph Thippabathini, parents/carers, staff, students and others who service us. Our school community is based on the teachings of Jesus Christ and Christian values permeate every aspect of school life. Sandhurst school values are integral to our school life.

The Catholic School Review process requires our school to present a published vision and mission statement based on the mission or purpose of a Catholic school. By the very nature of Catholic schools, which seek to develop the whole person and to assist students to become active members of the Catholic Church and contributors to the common good of society, these statements acknowledge Australian Democratic Principles and Values.

St Mary's staff will assist and support you in what you have begun at home. St Mary's staff have the interest of your child at heart, and will endeavour to see that everything possible is done for your child's growth and development.

We focus on the spiritual, social, emotional, creative, physical and intellectual development of each child. The relationships and interests are centered around caring for and affirming the dignity and worth of each member of our school community.

St Mary's Primary School is committed to providing the best Learning and Teaching environment possible so that all students "Learn to Love and Love to Learn".

Again welcome to our school and I look forward to sharing the excitement of your child's educational and life journey.

Yours sincerely,



Catherine M Fraser
PRINCIPAL

School History

St Mary's Primary School is regarded as a vital part of the St Mary's Catholic Parish. Our parish consists of four churches with only one parish school. Our community has a strong rural base and Parents/carers have a keen involvement in our school. There are a significant percentage of families of other faiths who have enrolled their student at St Mary's.

- 1954** Catholic Education was established in Rushworth in 1954, when St Mary's School opened on 24 January with 84 pupils. The convent was also blessed on this day. The first Principal was Sr. Cuthbert Tyler rsj. The school comprised of three classrooms a small office and two cloak rooms, with a toilet block and shelter shed in the grounds.
- 1960** The classroom on the end of the MacKillop building was added.
- 1966** Space was at a premium – four classrooms and 217 students!
- 1967** The Woods building was erected and officially opened in 1967 by Bishop Stewart.
- 1980** Years 7 and 8 ceased.
- 1991** The building of St Mary's Hall commenced. This was completed in 1994 through voluntary labour of both parishioners and the local community of Rushworth.
- 1994** The school was totally refurbished providing new toilets, staff amenities, administration area and new library. 40 year celebration over 2 days.
- 1997** Sr. Geraldine Larkins, the last Sister of St Joseph to be Principal at St Mary's, finished her ministry as Principal.
- 1998** The first lay Principal of St Mary's was Mr Matthew Mann.
- 1999** The portable classroom was added.
- 2004** Mr James Waight was appointed Principal. The classrooms were refurbished and carpets and furniture was replaced throughout the school.
- 2006** A new basketball/netball court was installed and chook shed built.
- 2007** A new veranda on the MacKillop Building, a walkway linking the two buildings, a bus shelter and shade sails over the adventure playground were built. Installation of new interactive whiteboards and 20 new computers throughout the school.
- 2008** Catholic Capital Grant approved for refurbishment of north side classrooms, administration and staff amenities.
- 2009** Mrs Catherine Fraser appointed as Principal. Building Education Revolution and National Pride grant approved. Victorian State Government Needs based grant approved.
- 2010** Oval levelled and retaining wall built. Fitness circuit installed. North side refurbished. Administration, Principal office and Staff amenities refurbished. Library refurbished and new GLA and art room constructed. New play equipment installed. School entrance built and school garden and grounds landscaped.
- 2011** Shade sail over play equipment, tennis courts resurfaced, perimeter of school fenced, north and south wing painted, library shelves and furniture purchased.
- 2014** School hall floor replaced and kitchen refurbished. 60 year celebration and the unveiling of the St Mary of the Cross MacKillop bust.
- 2016** New classroom furniture purchased for all classrooms.
- 2017** Painting and new carpet in the Administration area.

St Mary's Philosophy

This Catholic School exists in order to create an Education Community wherein the fullest and most desirable growth in students is promoted (spiritual, psychological, physical, emotional and intellectual).

St Mary's School aims to create an atmosphere where human knowledge, enlightened by faith, is shared by students, teachers and Parents/carers alike. St Mary's School endeavours to facilitate the student's faith and intellectual development as individuals within the school community and of the society to which they belong.

General Information

| | |
|-----------------------------|--|
| Address | 5–7 Southam Street, Rushworth, 3612 |
| Telephone | (03) 5856 1347 |
| Fax | (03) 5856 1851 |
| E-mail | principal@smrushworth.catholic.edu.au |
| Parish Administrator | Fr. Joseph Thippabathini |
| Principal | Mrs Catherine Fraser |

Term Dates – 2017

| | |
|----------------------|------------------------|
| Term 1 begins | 31 January (Tuesday) |
| Term 1 ends | 31 March (Friday) |
| Term 2 begins | 18 April (Tuesday) |
| Term 2 ends | 30 June (Friday) |
| Term 3 begins | 18 July (Monday) |
| Term 3 ends | 22 September (Friday) |
| Term 4 begins | 9 October (Monday) |
| Term 4 ends | 21 December (Thursday) |

Term Dates – 2018

| | |
|----------------------|-----------------------|
| Term 1 begins | 30 January (Tuesday) |
| Term 1 ends | 29 March (Thursday) |
| Term 2 begins | 16 April (Monday) |
| Term 2 ends | 29 June (Friday) |
| Term 3 begins | 16 July (Monday) |
| Term 3 ends | 21 September (Friday) |
| Term 4 begins | 8 October (Monday) |
| Term 4 ends | 21 December (Friday) |

St Mary's School - Staff 2017

Principal Mrs Catherine Fraser

Deputy Principal Ms Katie Rasmussen

**Religious Education
Co-ordinator** Mrs Lisa Hitchcock

Classroom Teachers:

Yr: Foundation/1/2 Mrs Lisa Hitchcock and Mrs Katherine Jamieson

Yr: 3/4 Ms Katie Rasmussen

Yr: 5/6 Ms Lillian Smith

Transition Foundations
(Terms 3 & 4) Mrs Catherine Fraser

Specialist Teachers:

| | |
|------------------------------|------------------------|
| Bluearth | Ms Amanda Sgarioto |
| Intervention | Mrs Katherine Jamieson |
| Extension, Literacy/Numeracy | Mrs Maxine Ryan |
| Extension, Mathematics | Mrs Sue Deane |
| Reading Recovery | Mrs Catherine Fraser |
| Performing and Visual Arts | Ms Lou Walsh |

School Education Officers:

| | |
|------------------------|--|
| Administration Officer | Mrs Georgia Francis (Monday to Thursday) |
| Administration Support | Ms Hayley McIntosh (Friday) |

| | |
|------------------|--------------------|
| Learning Support | Ms Jenni Hayes |
| | Ms Hayley McIntosh |
| | Ms Kate Stewart |
| | Ms Prue Morrow |
| | Ms Grace Wachter |

| | |
|----------------|--------------------------|
| School Cleaner | Kyabram Cleaning Service |
|----------------|--------------------------|

| | |
|---|------------------|
| School Student and Family Support Worker | Mrs Maree Sexton |
|---|------------------|

| | |
|-------------------------------|----------------|
| Community Partnerships | Ms Jenni Hayes |
|-------------------------------|----------------|

| | |
|---------------------------|----------------|
| Seasons for Growth | Ms Jenni Hayes |
|---------------------------|----------------|

St Mary's School Board 2017

The School Board is a support body and has both decision-making and advisory roles and responsibilities to the school community, to the Stewardship Council, the Canonical Administrator, the Sandhurst Schools Educational Board and the Catholic Education Office.

The Board is a group of Parents/carers, staff and clergy with a representative of the Catholic Education Office to guide and support.

The School Board is responsible for the general strategic direction of the school. This strategic direction includes focusing on the School Improvement Plan and School Review. The Principal is responsible for leading and endorsing the strategic direction of the school board, including the School Improvement Plan and the Annual Plan and leading the School Review process. All Parents/carers are invited to attend the Annual Meeting.

Mrs Kathy Barlow (Chairperson)

Mrs Renea Cruz

Mrs Amy Francis

Mrs Jo Miller

Mrs Catherine Fraser (Principal)

Mrs Lisa Hitchcock (Staff Rep')

Mr John Arnel

Mr Rob Donovan

Mr Stephen Francis

Ms Katie Rasmussen (Dep' Principal)

Fr. Joseph Thippabathini (Parish Administrator)

Parents/Carers & Friends Association

President

Mrs Tammy Donovan

Vice President

Mrs Michele Lockwood

Secretary

Ms Brynne Schumacher

Assistant Secretary

Mrs Katrina Ogden

Treasurer Liaison

Mrs Mandy McLean

The General Committee is:

Mrs Jodie Crabtree
Mrs Libbi Robertson
Ms Jayden Young

Mrs Sharon Gleeson
Ms Christie Thomas

Ms Trish McIlroy
Mrs Amanda Williams

All welcome to attend meetings

St Mary's School

Enrolment Policy & Guidelines

1. Identity Statement

St Mary's Catholic School is a community who walks in the footsteps of Jesus and works in partnership with families in the Josephite tradition, to develop and educate the whole child in a safe learning environment.

2. Vision Statements

At St Mary's School we believe:

- In celebrating our Catholic faith in a life-giving community of witnesses who serve God and society.
- In fostering open and supportive partnerships with families as the primary educators of their children.
- In educating the whole child in a safe, learning environment where teamwork and collaboration are central so that each child endeavors to become a valuable contributor to society.
- In providing a curriculum which cultivates life long learners through commitment to informed, current teaching and learning practice.
- In building sustainable relationships based upon mutual respect, safety, trust, justice, equality, compassion, hope and care for the environment.

3. Graduate Outcomes

St Mary's Primary School endeavours to educate students to:

- have a relationship with God.
- be inspired by Mary Mackillop.
- live a safe, active and healthy lifestyle.
- be have confidence, resilience and enthusiasm for living and learning.
- have a respect for life, self, others and the environment.
- be filled with faith and hope for the future.

4. Eligibility Criteria

Children are admitted to school if they turn 5 before April 30 of that year. This means your child may be only 4 ½ years when he/she starts school. If there is a concern about school readiness, you might be well advised to keep him/her home another year. You could discuss this with the Kindergarten teacher or the Principal before you decide. It is strongly recommended they have a full year at Kindergarten before beginning school.

All children enrolling in Foundation level require a school entry Immunisation Certificate. It is a legal requirement that an Immunization Certificate be obtained through the local Council and presented to the school prior to the commencement of the Foundation year. Students with disabilities will be enrolled along with all other eligible children following discussion with the Principal.

All families must respect and support the Catholic nature and practice of the school. This includes your child's participation in the formal Religious Education program and liturgical life at St Mary's School.

Students wishing to enrol at our school from a neighbouring school will be able to do so if the Principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school. Students will be allocated to classes according to a combination of class size and student need.

On enrolment at St Mary's there is a commitment to support the school financially through the full payment of school fees and levies as recommended by the Catholic Education Office and as set by the Board. **No student** will be denied a place at St Mary's because of financial constraints.

A significant number of families of other faith traditions are enrolled at our school and we welcome enquiries from families of any denomination.

5. Enrolment Process

Applications for enrolment at St Mary's School officially begins in the month of May, in line with the wider Rushworth community following advertisements in local papers, Sunday Parish Bulletin and the School newsletter. The following process for all new enrolments is recommended:

- **New enrolments**
 1. Enrolment package distributed in May/June
 2. Transition Program (Terms 3 & 4) - Fridays, 8:50am to 11:35am
 3. Parent Information evening early Term 3
 4. Interview with Principal
 5. Letter of Offer for a place at St Mary's
- Applications for enrolment at any year level at St Mary's School are invited at any time during the school year.

Our beliefs about Teaching and Learning

Individuals should be prepared to meet the challenges and rewards of lifelong learning. St Mary's school provides individuals with the skills, knowledge and the understanding necessary to be able to make informed choices about the important things in their lives.

The use of appropriate learning and teaching strategies assist individuals to gain a balance of academic and co-curricular experiences and the skills necessary to become contributing members of society.

We acknowledge that people learn in many different ways and we recognise the need to develop strategies that allow all children to learn in ways that best suit them.

At St Mary's teachers base their teaching on their knowledge of the children's level of attainment. The prime focus is to further develop the student's knowledge and skills and to strive to ensure that all set tasks are appropriate to each child's level of ability.

Learning at St Mary's

St Mary's Primary School implements the Foundation to Year 10 Victorian Curriculum standards and priorities. A range of resources have been developed to support the implementation, planning and assessment of the Victorian Curriculum. It includes:

Learning Areas

The Arts

- Dance
- Design
- Drama
- Media Arts
- Music
- Visual Arts
- Visual Communication Design

English

Health and Physical Education

The Humanities

- Civics and Citizenship
- Economics and Business
- Geography
- History

Languages

Mathematics

Science

Technologies

- Design and Technologies
- Digital Technologies

General Capabilities

Critical and creative thinking
Personal and social
Ethical
Intercultural

Religious Education

Religious Education is part of the curriculum. Teachers plan from the Source of Life Religious Education P–12 Curriculum.

The Sacraments of Reconciliation, First Eucharist and Confirmation are all received through the Parish-based Sacramental Program for children who are baptised Catholics. Children generally receive these Sacraments during Years 3 and 4.

We are committed to recognising and respecting the uniqueness, integrity and dignity of each child in our school community. We promote positive relationships, and Christian values and encourage students to be independent and confident members of society who will persevere and reach their full potential.

We believe pastoral care involves effective and consistent education, discipline and understandings by children, teachers and community.

We aim to lead children to a greater responsibility for building acceptance, trust esteem and friendship among their peers and in community.

Pastoral programs are specific and planned within Religious Education and Personal Development Curriculum. These are supported by grief programs, leadership development, community partnerships, counselling services, social skills development, anti-bullying programs, anger management, positive behaviour intervention support -PBIS and school reward systems.

Pastoral care involves every member of the school community and a commitment to shared responsibility among staff, students, Parents/carers and parish is key to its success.

** Under no circumstances should a parent ever discipline other children in our school. All issues and concerns should be brought to the teacher in the first instance. Parents/carers should not contact other parents/carers regarding children's behaviour, actions or learning.*

Handy hints for Parents/Carers

It is a big change for a five year old to pass from the intimacy of the family circle to school life. Here are some practical ways in which you can help the transition. **Over the next six months try to let your child get used to:**

- Putting on and taking off clothes, eg., tucking in shirts, doing up buttons and putting on jumpers.
- Putting on and doing up shoes.
- Eating and drinking without help.
- Using a handkerchief or tissue.
- It is important that your child knows how to:
 - Open and close lunch boxes and drink bottles;
 - Use and flush the toilet correctly and wash their hands unassisted;
 - Ask clearly for things. *Could a teacher understand your child?*
 - Say his/her name and address;
 - Recognise name/property;
 - Write his/her own name using a thick pencil or crayon; and
 - Recognise his/her name among others.

Also try to let your child get used to:

- Playing with groups of children of the same age. (Encourage your child to share toys and take turns)
- Using playground equipment safely.
- Staying at friends or relatives houses for a few hours without you around.
- Caring for and putting away their belongings.
- Helping with small jobs around the house.
- Relating the good and happy activities of the school day.
- Knowing what to do if Parents/carers are late.
- Following simple instructions.

Some weeks in advance rehearse with your child, in a spirit of play, the different situations to be met with in school life:

- Opening and closing their school bag.
- Unpacking and eating their school lunch (a sensible amount).
- Dressing for school and making the journey to and from school.
- Being away from home and mother for short periods.
- Listening to stories, looking at pictures and talking about them.
- Watching good television sessions.
- Greeting friends and family members by name.
- Learning to line up and wait their turn.
- Learning to be a good sport when losing a game.

Oral Language

"Learning to speak and listen starts with you at home."

Most children in primary school years are able to use language readily to report on past experiences, to look ahead and predict, to look at possibilities and draw conclusions.

Try to:

- Talk to your child about what you're both doing.
- Listen to your child carefully.
- Answer many of the endless questions.
- Read a story every day, maybe at bedtime.
- Borrow children's books and toys from your local library.
- Teach songs, rhymes, jingles, the names of colours and of parts of the body.
- Count things. Does your child know what the number means? Try activities like asking your child to set the table and count the plates etc. Also count backwards.
- Sort and match collections of things like fruit, clothes, vehicles etc.
- Ask your child to follow simple instructions, such as, "Take off your shoes and put them on the veranda."
- Take some time to play with your child; find out about their ideas and feelings.
- The importance of listening to children cannot be over emphasised.
- Don't cut in on your child when they try to explain things. Ensure they talk their way through things.
- Don't carry your child's bag for them. They can and should be taught to manage.

Absences

It is a requirement of the Victorian Department of Education and Training that accurate records of student attendance are kept by the school. We appreciate parent support in notifying the school of their child's absence. All parents/guardians are asked to contact the school to report student absence. We ask for a phone call or e-mail prior to 8:30am on the day of the absence. A brief note that includes the reason for absence can be sent in before the absence.

Notification of student absences also enables student safety to be maintained, because students' whereabouts can be monitored and confirmed efficiently. As our students travel to school in a variety of ways each day we can quickly identify any absences, confirm the reason for absence and follow up as necessary.

We appreciate as much notice as possible if your child will be away from school due to a family holiday.

Attendance at school is compulsory, five days a week. Apart from the legal requirements for attendance, it is important that students gain continuity in their education in order to achieve their expected progress.

The school recognises that for a variety of sound reasons, such as illness, medical/dental appointments, family emergencies etc and that students may not be able to attend every day of school. In such cases, an exemption from school is granted and recorded in the school attendance register.

If it is necessary to take your child away from school during school hours please advise their teacher and then sign the exit/entry register in the office. If your child arrives late to school the "Student/Teacher In/Out Register at the school office must be signed.

Assessment and Reporting

Assessment is the process of gathering and analysing information about students' learning achievements, what they have learned as well as how they have learnt.

A wide variety of assessment techniques, including student self-assessment, are used to identify the progress of each student.

Reporting is the process of communicating information gained from assessing student's learning.

Formal reporting occurs four times a year:

- Learning conversations during Term One and Term Three;
- Written reports at the end of Term Two and Term Four;
- Learning Journals are sent home periodically during the year.

Parents/carers are encouraged to maintain contact with their child's teachers throughout the year so that ongoing communication can occur.

As a whole school we continue to evaluate our teaching and learning strategies and our reporting format.

Asthma

If your child is an asthmatic, it is your responsibility as a parent to educate your child in regard to their asthmatic condition, to provide your child with the appropriate medication and to provide the school with an Asthma Management Plan worked out between the family and a G.P. A Medication form needs to be completed for the teacher to administer and document the Ventolin dosage. A spacer is to be supplied for use at school. The spacer and Ventolin are to be kept in an airtight container with the child's name clearly labelled on it.

Attendance

Every endeavour should be made to see that your child attends school regularly and is not kept home unnecessarily. Reluctance to come to school is so unusual these days that it warrants investigation. Please let us know if this happens. Children will not be "kept in" after school and should to be home on time.

Banking (School) - Wednesdays

Children are encouraged to open a savings account with the Rushworth & District Community Bank, Rushworth. Bank books can be sent to the office each week for collection on a Wednesday.

Bicycles

(“BIKE HELMETS ARE COMPULSORY”)

Students need to be proficient in the area of bike riding and to know and demonstrate correct behaviour in accordance with road safety rules before being allowed to ride to school. VicRoads recommends that children under 12 years of age ride under adult supervision. On arriving at school, students walk their bicycles across the basketball court and leave their bicycle in the bicycle rack. Students are prohibited from being in the “bike rack” area from 8:50am to 3:20pm.

Bus Travelling

Each morning children travelling by bus are brought directly to St Mary’s by their bus driver. After school, bus travellers assemble under the bus shelter with the bus duty teacher. The bus roll is marked before the students board the bus. Students change to their own bus again at Rushworth P-12. Assistance is given by bus monitors in the first few weeks of school. Students who are not registered bus travellers must have a bus pass to travel on the bus. This a compliance expectation.

Daily Organisation

Timetable

School begins each day at 8:50am.

First Break is 10:50am – 11:35am (students sit to eat lunch for first 10 minutes).

Second Break is 1:35pm – 2:20pm (students sit to eat a snack for first 10 minutes).

School finishes each day at 3:20pm.

We request that children arrive at school after 8:30am as there is no supervision before this time. If occasionally this is unavoidable, arrangements need to be made with the Principal so that students can be supervised.

Parents/carers will be notified whenever there is a change of time because of buses or holidays.

Children being picked up from school by car are to leave the school via the Hume St gate (tennis court). Parents/carers are asked to park in the Hall Car Park facing the back of the carpark and walk over to the tennis court gate to collect their child/ren. When departing the car park, please exit behind the hall via Reed Street.

A teacher will supervise their crossing of the road.

No child is permitted to walk alone in the car park.

Children riding bikes and walking must leave via the bottom gate (Southam St) and use the track provided - mindful always of buses and cars (**“BIKE HELMETS ARE COMPULSORY”**).

Rushworth P-12 College holidays are not necessarily St Mary's holidays. Parents/carers are always notified of school holidays and pupil free days.

Dismissal

Children walking home from school are advised:

- Not to loiter;
- To observe road rules; and
- Not to talk to strangers.

Children cycling home from school are advised:

- Must wear a bicycle helmet at ALL times;
- To be a competent cyclist;
- To observe road rules;
- To exercise care; and
- Not to talk to strangers.

If children are either walking or cycling home, parents/carers should expect them home by a certain time each day.

Children travelling home in their parents/carers car:

- Meet in the assembly area;
- Teacher escorts them across to the Hume Street car park;
- All students are to wait by the tennis court fence (facing car park);
- Parents/carers **MUST** walk to the fence to collect their child; and
- No child is to walk in the car park unsupervised.

Parents/carers picking up children by car are reminded to be very cautious in the car park.

Drills

For compliance and for the safety of all students and school personnel, drills are practiced on a monthly basis. These include fire, bushfire, lockdown and evacuation drills.

Emergency Information

Quite frequently we need to contact parents/carers regarding the welfare of their children, particularly on occasions such as accidents or illness. It is of vital importance that your enrolment details are up-to-date especially the address, telephone numbers and emergency contacts. If your details change please inform the office.

Excursions

Prior notice is always given for excursions and permission forms obtained. Excursion costs are met by the Excursion Levy which is paid through your fees. Excursions are educational learning experiences therefore parents/carers are not required to attend unless there is a need due to minimum student-adult ratio.

Facebook - St Mary's School Rushworth

Our Facebook page "St Marys School Rushworth" is another option for communication and positive promotion of our school. Updates and reminders will be posted regularly.

Finance

We feel it is important that parents/carers are made aware of the financial running of the school. The following is a summary of the system under which we operate.

The School is financed by: –

1. Recurrent Government funding – State and Federal funding based on the number of students at the school.
2. School family fee and student levy.
3. Funds raised by the Parent's & Friends Association.

Grant money and school fees assist in providing for staff salaries, maintenance, administration, refurbishments and class materials. However it is necessary to supplement finance in any way possible. The Parents/carers & Friends Committee work together to support this area and new members are always welcome. Every opportunity is taken to seek financial assistance by applying for Grants.

School Family fees

Our school fees are subject to annual review by the Parish Administration and School Board. The fees may be paid weekly or on a term basis or at the beginning of the school year. School fee relief is available to all families if required to assist families to pay fees, to access fee relief please see the Parish Priest or the Principal. Fees are set each year at the Board AGM. School family fees for 2017 have been set at \$970 per family.

Student fee

The student fee is \$200 per student which covers the costs of books and equipment used by students. The Incursion/Excursion fee for Years 5/6 is \$155, for Years 3/4 it is \$135 and for Foundation/1/1 it is \$125. In addition to these fees there will be a technology fee of \$135 per student which will cover access to computers in Foundation to year 3 and individual use of a laptop in years 4–6. These fees are set at the beginning of the year to allow for family budgeting and to avoid asking for money during the year.

School Fee Payment Plan Options

| 2017 Fees & Levies Table | | | | | |
|--------------------------|---------------------------------------|-------------------------------------|-------------------------------------|--|---|
| | 1 child family F/1/2 student \$ | 1 child family 3/4 student \$ | 1 child family 5/6 student \$ | 2 child family F/1/2 & 3/4 Student \$ | 3 child family F/1/2, 3/4 & 5/6 Student \$ |
| Weekly | 36.50 | 40.25 | 42.25 | 48.25 | 69.00 |
| Fortnightly | 73.00 | 80.50 | 84.50 | 96.50 | 138.00 |
| Monthly | 146.00 | 161.00 | 169.00 | 193.00 | 276.00 |
| Term | 365.00 | 402.50 | 422.50 | 482.50 | 690.00 |
| ½ Yearly | 730.00 | 805.00 | 845.00 | 965.00 | 1,380.00 |
| Annually | 1,460.00 | 1,610.00 | 1,690.00 | 1,930.00 | 2,760.00 |

Centrepay

Centrepay is a method of paying your school fees/levies if you receive Centrelink benefits. This way is a regular payment and comes out of your Centrelink payment directly to the school. It is a free service to families and there is a small administration fee which is met by the school. For more information go to the Centrelink website or phone 1800 044 063 for assistance.

Fundraising

Our school runs **two** major fundraisers each year. The first being the Rushworth Easter Heritage Festival. We run a stall on the Easter Saturday each year. We ask that ALL parents/carers assist with an hour's work on the day.

The second is our school twilight fete, which is normally held on a Friday afternoon in November each year. We ask that ALL parents/carers assist by working for 1 or 2 hours on this night. A roster is sent home beforehand. If you can't assist or need to swap with another family please contact the Principal.

Garden Roster

At St Mary's we employ a gardener to oversee maintenance of the school gardens and landscape. One of our school families mows the oval on a regular basis. Currently the school manages this expense so that families do not have to carry the cost.

In order to keep the school grounds neat and tidy and to ensure that school fees are kept to a minimum, we ask that parents/carers assist by sweeping, blow vacuuming and weeding, all of which is not performed by the gardener.

Leaving School Grounds

Students are not permitted to leave the school grounds during the day without the Principal's permission. If your child needs to leave the school at a time other than "home time", they need to be collected by an adult. The adult must advise the student's classroom teacher or the Administration Officer, then sign the "Student/Teacher In/Out Register" at the school office before leaving the premises.

Library

Each child will need a named material bag 35cm x 25cm with a draw string top. Children will love to borrow books from the Library; so in order to give the books longer lives, we ask each child to have a library bag.

Lost Property

If a student loses an item of uniform, please ensure he/she looks for it that day or the next day. If it's named, there's a very good chance it will be found and returned – if it's not named, it is often difficult to locate. Please ensure that ALL school clothing is clearly named. At the end of each term all un-named lost property is gathered in the store room as second hand uniforms.

Lunches

Lunch is an important occasion to a young child at school. If your child takes a cut lunch to school, pack it in a bag or container clearly marked with his/ her name. Wrap his/her play lunch separately and put drinks in unbreakable containers. Children are strongly encouraged to drink water during the day and are able to have a drink sipper bottle on their table while working, provided it only contains water. Wrapper free lunches are more desirable. We strongly recommend that you avoid sending lollies/chocolates to school. All students are required to remain seated for 10 minutes at the start of break to eat their lunch/snack.

Lunch Orders (*Available Mondays only*)

Rushworth Bakery provide lunches on Mondays.

To order lunch, place the correct money in a brown paper bag with child's name, grade and order written on outside of bag. Price of items on the menu are printed on the newsletter each week. Children will need to place their lunch order in the basket at the start of each 'Monday'.

Medications

If a student requires medication at school the parent/carer give the medication to staff, in its original packaging and be clearly labelled. MEDICATIONS MUST NOT BE SENT TO SCHOOL WITH THE STUDENT. The medication consent form is located at the office and needs to be filled out and signed. This form gives permission for a staff to administer student's medication and a second staff member to co-sign that the correct medication has been administered. OH&S dictates that schools cannot accept tablets or medications in envelopes, eg. Panadol.

Newsletters

The newsletter is e-mailed out fortnightly on a Tuesday. Parents/carers should expect a newsletter fortnightly - Tuesday afternoon. If there is no newsletter Tuesday evening it's usually because the Administration Officer is not at work. Newsletters will be e-mailed out as soon as possible shortly thereafter. The newsletter contains current events, coming events, parents/carers and friends activities and requests for help at certain times of the year. The newsletter is also posted on our website www.smrushworth.catholic.edu.au.

Positive Behaviour Intervention Support – PBIS

Positive Behaviour Intervention Support (PBIS) is a program that promotes and encourages positive behaviour rather than negative behaviour. The incentive for positive behaviour comes from our 4 overarching values "Caring for Self", "Caring for our Environment", "Caring for Others" and Caring for our Learning".

Professional Learning

At times staff are required to attend Professional Learning days or evenings. You will be notified if this causes any change to the normal running of the school. Casual Relief Teachers are employed on these days.

School Assemblies

Each Monday morning we begin the week with a whole school briefing, where events of the day are relayed to students, staff and parents/carers. The Indigenous and Australian flags are raised and the National Anthem is sung on Monday mornings.

We gather at 2:50pm on Fridays for our whole school assembly. Assemblies generally include the following areas – welcome to country ceremony, scripture reading/prayer, birthdays, reports, awards, class work samples, behaviour comments and singing of School Songs.

School Bags

When purchasing a bag for school, please consider the following points: - that they are not too big, they are easily opened and closed and have sufficient room for lunch boxes, drink bottles, reader cover, most school work and discarded jackets, etc. Please ensure that the school bag is not too heavy, especially for younger students.

Sickness

Sick children should not be sent to school. Make sure the school knows where to contact you or an emergency contact if you are unavailable. It is essential that updated medical information is available in the Administration Office.

Student Needs

Each child needs need to bring:-

- Their own Stationery (A list will be provided)
- 2 boxes of tissues
- 1 pkt of wipes (eg, Chux)
- 1 art smock (long sleeves)
- 1 library bag
- 1 set of headphones (ear buds are not permitted).

Specialist Programs

Performing and Visual Arts

Each week students have a Visual Art and Performing Art lesson.

Languages

All students are taught basic Italian.

Maths

All students have maths enrichment each week.

Reading Recovery

This program is for students in Year One who need assistance with reading. It is a one-on-one intensive program.

Bluearth

Bluearth is a specialist physical activity program that has a holistic approach that sees children engaged in movement and learning to instil in them a lifelong love of physical activity. It not only teaches children the enjoyment and fun of being physically active, it also draws on their feelings, reactions and thoughts that result from their participation and draws key developmental learning back into classroom settings and into their lives.

Supervision

Supervision of school grounds begins at 8:30am. Students are not expected to arrive at school prior to 8:30am. All classes conclude at 3:20pm and students are supervised while crossing the road to the car park and when boarding the school bus. It is expected that students do not loiter around school, but make their way home.

Teachers

Hours of duty - Teachers are expected to arrive no later than 8:30am and remain at school until 4:00pm.

Therefore the school will not accept responsibility for the safety of children before 8:30am or after 3:20pm unless prior arrangements have been made with the Principal.

Toys

Toys are not permitted at school unless specifically asked to do so for a special program. They are a distraction to the children and can cause issues with sharing. The school is not responsible for breakages or lost items. We want your children's treasured items to stay that way – and keeping them at home is the best way to ensure this. If toys are brought to school they will be held at the office until the end of the day.

Uniform and Dress Code

St Mary's School will be recognised, by the way we present ourselves in the community. This includes the way the uniform is worn and the grooming of our students.

- ❖ Students are expected to wear the uniform correctly at all times.
- ❖ As a "Sunsmart" School students are required to wear broad rimmed uniform hats in Terms 1 and 4. Each child is to wear a hat during recess, lunch and any outdoor activities. If a child does not have a uniform hat during these times they are required to sit in the shade. All new enrolments are expected to buy a uniform hat.
- ❖ A written explanation is required for times when correct uniform is not being worn.
- ❖ Parents/carers will be contacted in relation to continued incorrect uniform.

**St Mary's School uniform can be purchased at:
Mister Embroidery, 117 Allan St, Kyabram**

Phone: 5853 2777

Girls Summer Uniform

| | |
|--|-----------------------------------|
| • Checked blue & white dress, skorts or navy shorts & light blue school polo | • Black school shoes, white socks |
| • School windcheater | • Blue school hat |

Boys Summer Uniform

| | |
|--|--|
| • Navy shorts & light blue school polo | • Black boots or black school shoes, white socks |
| • School windcheater | • Blue school hat |

Girls Winter Uniform

| | |
|---|--------------------------|
| • Navy slacks (pull on pants acceptable) or checked skirt | • Light blue school polo |
| • School windcheater | • Navy tights/socks |
| • Black school shoes | • School jacket |

Boys Winter Uniform

| | |
|--|----------------------------|
| • Navy trousers (tailored or pull on pants acceptable) | • Light blue school polo |
| • School windcheater | • Black school shoes/boots |
| • School jacket | |

Sports Uniform

| | |
|--|--|
| • Navy shorts (winter – track pants optional) | • Light blue school polo |
| • School windcheater | • Runners (black leather runners are acceptable) |
| • Track pants and sports shorts are plain navy | |

N.B. – School polo is light blue body and sleeves, with navy stripes on the collar. The school emblem is stitched on the front.

Jewellery

The following items of jewellery may be worn: one watch, ear studs or sleepers (no pendant earrings).

Bracelets, necklaces, chokers and heavy metallic pendants are inappropriate.

Grooming

Students are expected to maintain high standards of personal grooming and neatness, and to take pride in their school uniform. Hair ribbons and headbands should be navy blue or checked blue and white only. Extremes of hairstyle or colour will not be tolerated. Coloured nail polish, lipstick and eye make-up are NOT permitted. All long hair needs to be tied back.

Valuable items

Students should not bring valuable items to school. While teachers take care and children are encouraged to behave responsibly, we cannot be responsible for these items. The safest place for these items is at home.

Waste Materials

The following items are very useful for creative activities and it would be very much appreciated if you could collect them and send them to school:-

*gift wrapping, cardboard boxes, buttons, corrugated cardboard, wood, plastic ice-cream containers, cotton reels, used ribbon and string, milk bottle tops, toothpaste lids, cardboard rolls (as in lunch wraps).

A named smock is essential for art work.

Wet Day Procedure

On wet days children will be supervised in the classrooms.

If it begins to rain during recess or lunch and it's decided that children are to go inside, the bell will be rung (a signal to go inside).

If during an "in day" recess or lunch, the weather becomes fine and dry enough to be outside, the bell will be rung (a signal to go outside).



CATHOLIC EDUCATION, SANDHURST



The Sandhurst Catholic Education Office and Schools acknowledge the traditional custodians of the land on which their Offices and Schools are built. We commit to working in partnership with Aboriginal people for reconciliation and justice.

BELIEVE! IMAGINE! SERVE!

