

St Mary's Primary School Swan Hill



Shine

"... shine among them like stars lighting up the sky!"

Philippians 2:15

Parent Handbook 2020



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SCHOOL INFORMATION

ADDRESS: 2 Murlong Street, Swan Hill 3585

PO Box 727, Swan Hill 3585

OFFICE HOURS: 8.30 am to 4.00 pm Monday to Friday

PHONE/FAX: (03) 50332541

EMAIL: office@smswanhill.catholic.edu.au (General, Student Absences & Travel)

PAM(Parent Access Module): <http://pam.smswanhill.catholic.edu.au>

WEB PAGE: www.smswanhill.catholic.edu.au

SCHOOL HOURS:

- 8.55** Music – line up for assembly
- 9.00** Bell – start of school
- 10.55** Bell – recess / play time begins
- 11.20** Music – line up for class
- 11.25** Bell – end of recess / play time
- 12.55** Bell – start of lunch, to be eaten in class
- 1.05** Bell – lunch play time begins
- 1.40** Music – line up for class
- 1.45** Bell - end of lunch
- 3.15** First bell - dismissal of town bus children and walkers
- 3.20** Second bell – dismissal for country bus travellers
- 3.25** Third bell – dismissal of remaining children and After School Care bus travellers



MESSAGE FROM THE PRINCIPAL AND PARISH PRIEST



Principal
Mrs Kate Quin

I wish to extend a warm welcome to your family on behalf of our school community. We look forward to working in partnership with you to support your child on their educational journey. It is a privilege to be part of this community and as Principal, each day I witness the dreams and aspirations that each parent carries for their child. At St Mary's we acknowledge parents are the first educators of their children and always will be so. Our school staff bring professional knowledge and skills to support this partnership of education. We look to consolidate a trusting relationship built on good communication and a common purpose, ensuring your child achieves success, self-satisfaction and joy as they learn and grow under our care.

Our school is a Learning Community. Staff work together to create a culture that enables children to think creatively, express themselves confidently, follow their curiosity independently and manage their learning in an organized and persistent manner to the best of their ability. We expect our students to work hard and to care for each other and to invest in making St Mary's a very positive place of learning.

St Mary's has a strong emphasis on learning, both for our staff and students. Our collaborative approach to learning focuses on the opportunity for all students to flourish and to reach their full potential. St Mary's is focused on the education of students as 21st Century Learners, with the use of a range of digital technologies and contemporary learning environments. At St Mary's we build the expectation that each of us has the potential to positively contribute to the development of our changing world.

Being Principal at St Mary's brings me much joy and many opportunities for learning and developing relationships. If you have any further questions please do not hesitate to contact me to discuss them. Our school community is vibrant and enthusiastic and I hope your involvement at St Mary's will be enriching, enjoyable and rewarding.

Kate

Greetings and welcome to the St Mary's Primary School Community.



Parish Priest
Father Matthew Thomas

I have the honour of being the Parish Priest of the Holy Family Parish at Swan Hill and it is a privilege to be the Canonical Administrator of this amazing school.

As you begin your journey with us I hope and pray that these next few years will be a time of personal, academic and spiritual growth for your child and will give them a good footing for the future. We are all on the journey together in educating the children in ways of life and faith. Together by our example both yours as parents and ours as a school community, we will provide for them a place where they can explore and experience what it is to be a person of faith.

May God bless you and your family now and always.

Fr Matthew



St. Mary's Primary School Swan Hill

We are a child safe school

Shine

"...shine among them like stars lighting up the sky!"

Philippians 2:15

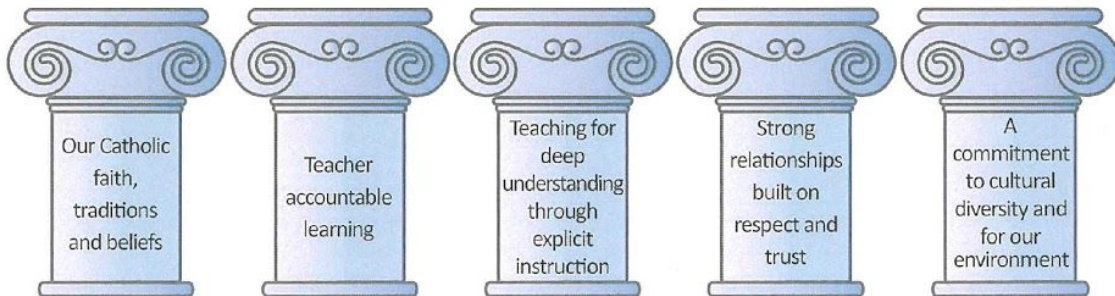
Vision and Mission Statement

As partners in Catholic education and with Jesus Christ as our inspiration, we educate, nurture and challenge, each child in our care, to shine in an ever changing world.

Foundational Pillars

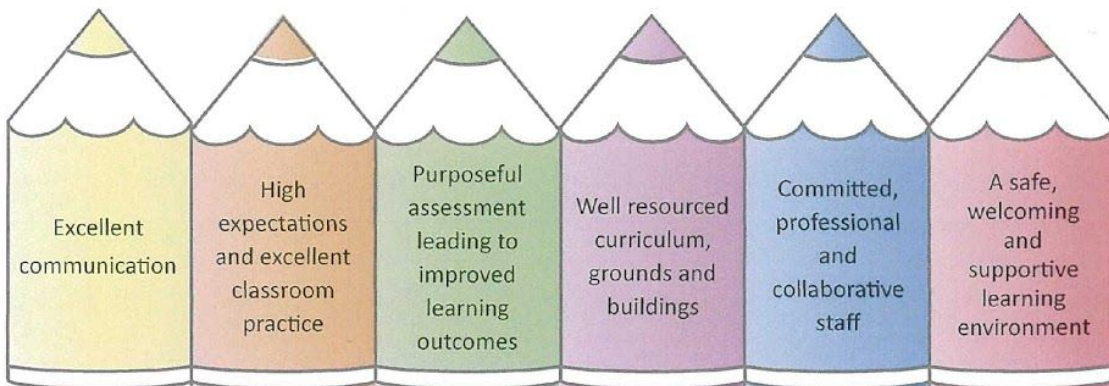
Our vision and our pedagogy about how children learn

We believe in:



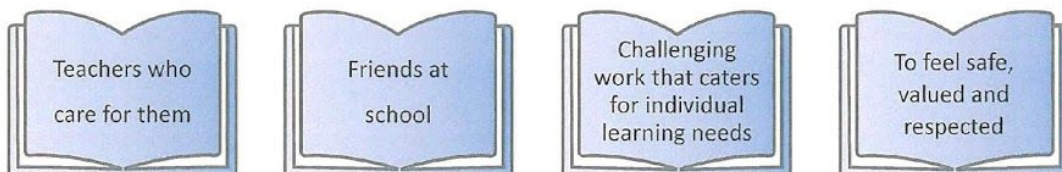
Givens:

For every learning environment



Students need:

Imperatives of student engagement



Moral Purpose / Responsibility

We are committed to improving the lives and learning of every child.

(Every child matters, every day.)

As part of our School Wide Positive Behaviour Support (SWPBS) initiative, the staff and students of the school developed the St Mary's Way. The 4 norms of the St Mary's Way guide the students to reach their full potential and promote a positive learning environment for all.

Be Responsible

We take care of all property
and our school grounds



"..shine among them like stars lighting up the sky!"
Philippians 2:15

Be Respectful

We speak kindly to others
We listen and wait our turn
We follow adult instructions



"..shine among them like stars lighting up the sky!"
Philippians 2:15

Be Safe

We keep hands, feet and
objects to ourselves



"..shine among them like stars lighting up the sky!"
Philippians 2:15

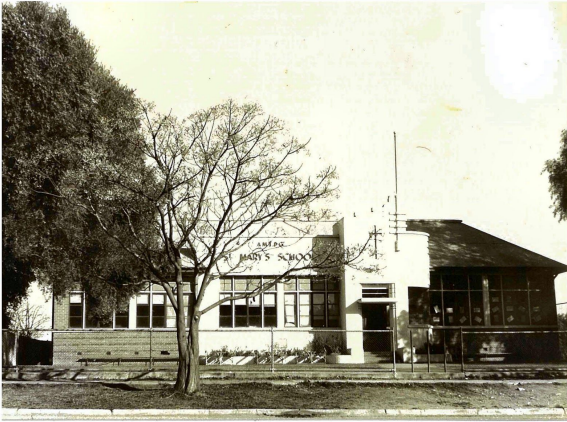
Be Your Best

We take pride in ourselves
and our school



"..shine among them like stars lighting up the sky!"
Philippians 2:15

ST. MARY'S HISTORY



From its humble beginnings at High Street on the 10th March 1919, St Mary's Primary School opened under the guidance of Miss Anne Hanrahan with 75 students. St Mary's has grown to its current student population of approximately 560 students and over eighty staff at its present Murlong Street site.

Mary MacKillop together with Julian Tenison-Woods founded the Josephite schools so that children in remote and rural areas would have access to a Catholic education. In July 1923, the arrival of three Sisters of St. Joseph in Swan Hill, began the long and close association of the Josephites with Catholic Education in Swan Hill. In 1923 Bishop Foley blessed the foundation stone of the new convent, later known as MacKillop House, which was burnt down in 1989. Extensive refurbishment took place between 1980 and 1990 at the High Street site, which is now occupied by St Mary MacKillop College.

The long tradition of St Mary's being headed by St. Joseph sisters ended in 1996 when, after 73 years, a lay principal was appointed for the beginning of the 1997 school year. However, the Josephite characteristics of hard work, dedication, community and family unity are still strong features of our school.

The new school is set on the old Shamrock Park site, with its boundaries being Murlong and Karinie Streets. Stages one and two of the building program were completed in December 1996 enabling all students to attend school on the one site, after nearly two years of being a dual campus school while building progressed. St Mary's currently comprises 27 classrooms, gymnasium, a multipurpose room (Swan Hill Playgroup) canteen and an administration building, which incorporates a library, staffroom and offices.

Our school community is made up of both town and rural families with the majority of children having to bus to school. We also have strong links with the Italian Community, which is best demonstrated through our bi-annual Italian day.

Our beautiful landscaped gardens and quality playing space are excellent features of our school along with well presented classrooms that promote learning in a positive and secure environment. This reflects the pride this community takes in its school.



LEARNING AND TEACHING



Mrs Mardi
Hall

St Mary's Primary School provides an innovative and quality educational program that takes into account the diverse range of backgrounds, experiences, interests, learning styles and social and academic competencies that comprise our student population.

At St Mary's we are committed to building a culture of learning within our classrooms that requires teachers and students to jointly engage in teaching and learning that is purposeful, relevant and clearly defined. Our staff provide safe and supportive learning environments and construct learning experiences that are explicit and carefully scaffolded, inclusive and collaborative in nature. Learning intentions and success criteria are clearly conveyed and staff uses a variety of assessment criteria to reflect on and to use as basis for future teaching and learning. Students are encouraged to use higher-order and critical-thinking skills to solve problems and construct new meanings and understandings and staff look for opportunities to integrate information and communication technologies to enhance student learning.

Art

Students engage in learning experiences in visual arts, music, drama and dance as part of their natural growth and development. At St Mary's art is taught as a specialist subject. Our art classes combine art history and the works of famous artists to teach art techniques to inspire students work. Student's artworks are regularly showcased around our school and in the wider community.

Literacy/Numeracy

Literacy and Numeracy continue to be the major curriculum focuses for all teachers here at St Mary's. Our teachers are committed to continuing to refine and develop their knowledge and skills in relation to the teaching of literacy and numeracy and to raise the standard of skills of all students in our care.

All teachers meet weekly to talk through best practice pertaining to the teaching of learning in these areas. Professional Development is continually being undertaken by staff to guarantee that their knowledge of literacy and numeracy is kept to the absolute optimum.

LOTE (Language other than English) Italian

Italian is offered to all year levels throughout the school. Students attend classes for Italian every week. An Italian Day is held bi-annually where the children enjoy coming to school dressed in many varied characters that are Italian related. Children get to experience many activities throughout the day including Italian based sports, games and food. Parental assistance is vital for Italian Day to be successful so please give some thought to lending a hand.

Music

At St Mary's all students have the opportunity to enjoy musical experiences through listening, singing, movement and dance and by playing tuned and un-tuned percussion. Students across all year levels learn to compose and improvise as well as perform music that has been written by others. St Mary's also offers an Instrumental Music program with students in Year 3 – Year 6.

Physical Education

Physical Education is offered to all year levels at St Mary's. Students have the opportunity to participate in an extensive, engaging and fun PE curriculum. At St Mary's we offer a variety of events that promote both student and family engagement. These include, The Great Race, Athletics, Cross Country and Swimming Carnivals. Year 5 and 6 students have the opportunity to participate in Summer and Winter Sports. Parental and family involvement is important for many of these events to help provide a successful and beneficial experience.

PROFESSIONAL DEVELOPMENT FOR STAFF

The Catholic Education Office Ballarat supports schools to have pupil free days throughout the year for Curriculum Development and to build professional capacity. Dates are set well in advance and advertised via the school newsletter and Skoolbag app to ensure parents have sufficient notice as to when these days occur.

STUDENT WELLBEING

At St Mary's we have a designated Wellbeing Leader, Ginny Gook who is responsible for coordinating and implementing wellbeing and support programs across the school.

We also have three Student Support Officers in Brenda Ford, Jordan Morris and Krishell Wilson, who work with individuals or groups of children who need support at different times in their lives. This role is varied with a focus on a combination of whole school activities and individual and small group activities with students. Our Student Support Officers are a safe person for young people to connect with at school providing a listening ear, caring presence and strategies to help children build resilience. Brenda, Jordan and Krishell care for students struggling with a wide range of issues, including: family problems, friendship issues, self-esteem issues, sensory issues, bullying and anxiety. Parents who have concerns about their child's wellbeing and would like support can contact Ginny Gook.



Ginny Gook Brenda Ford Jordan Morris Krishell Wilson

KidsMatter Program

St Mary's is proud to be a KidsMatter school. KidsMatter promotes the mental health and wellbeing of all children in Primary School. Good mental health is vital for learning and life and children who are mentally healthy are better able to meet life's challenges. They also learn better and have stronger relationships with others.

Part of being a KidsMatter school is our commitment to explicitly teaching Social and Emotional Learning. This subject is timetabled for a 45 minutes session each week and has a whole school focus. We use the 'Bounce Back' 'Friendly Schools and Families' and 'Respectful Relationships' Programs to plan lessons that cover the following



themes:

Wellbeing Programs and Supports

Brain Gym Program

At St Mary's we recognise and value the importance of Brain Gym in supporting children's academic and emotional wellbeing. Brenda who is a trained Brain Gym facilitator organises structured weekly visits to classrooms teaching students and teachers Brain Gym movements. Brain Gym movements are an easy set of exercises to improve whole brain integration.

Breakfast Club

Every morning at St Mary's we run a breakfast club from the canteen, for bus travellers and students that may have missed breakfast or those who require extra breakfast. The students can choose from hot milk or Milo as well as a piece of toast. This program relies on support from parents and donations of milo, honey, jam and vegemite can be left at the office. If you can help from 8:40 till 9:15 am please contact the office.

Community Groups

Once a term children are put into vertical groups (Foundation to Year 6) and spend an hour with a different teacher participating in activities related to our Social and Emotional Learning focus. This is a great opportunity for children to make new friends and to get to know other children in the school.

Lego Club

This runs every lunchtime in a designated room for children who love to construct and make amazing creations and enjoy the company of other children at the same time.

PALS

The Year 5 & 6 children meet with our Foundation children each fortnight and participate in a joint activity promoting fun and building relationships. This gives the Year 5 & 6 children a level of responsibility and the Foundation children a sense of security and of being connected.

Playground and Library Activities

Each day a variety of great activities are set up in the Passive Play area for our younger and not so young children to play with during recess and lunch. Our wellbeing team spend many recesses and lunch times in this area interacting with children. The benefits are enormous as many children are learning socialisation skills under their wonderful guidance. It is also a lovely way of giving children who struggle to build and maintain friendships a safe and enjoyable place to play.

The school library is open at lunchtime four days a week for children to work draw and colour pictures or read books.

Seasons for Growth Program

This program caters for children who may have suffered grief and loss due to a death in the family or a family separation. Our Student Support Officer works with a group of children working through a specialised program over a period of eight weeks.

Wellbeing Room

We have a designated wellbeing room that is set up to cater for the differing needs of children. Brenda and Jordan work from this room which has wonderful resources to support the sensory needs of children. Programs to support children who need extra support for social and emotional reasons are also set up in the wellbeing room.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

Acceptable Use and Cybersafety Agreement (Parents and Students)

St Mary's Primary School supports the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behavior of all members of the school community. The school is committed to the pursuit of excellence in learning and teaching, integrating technology as an effective tool to achieve this goal.

Please refer to our website for a copy of the Acceptable Use and Cybersafety Agreement.

We would ask that parent read, discuss and ensure that their child has an understanding of the above policy as appropriate for their age and that they accept to abide by its terms.



PAM (Parent Access Module) <http://pam.smswanhill.catholic.edu.au>

Our school uses a web based system to make communication between home and school more efficient and effective. Each family will receive a PAM login which can be used to access PAM via you computer, on your smart phone or android device. Once logged onto PAM you will be able to see details about your child, their class timetable, attendance information, school reports and medical information. Access will also be available to Parent information, booking of School Interviews, general school links and the school calendar. You can also lodge bus passes and absences, all permission slips for camps and excursion as well as receive the newsletter and alerts via PAM. The migration of a number of apps into PAM will streamline communication between school and home and be more effective for the families and the school.

CDF Pay

CDF Pay is a payment program for a number of aspects of schooling. This is fully secured by our bankers the NAB (National Australia Bank). This allows parents to order and make payments for canteen, book fair, Year 6 shirts and other special events throughout the year.

If you have any queries please don't hesitate to contact the office.

Visit our online store from your computer or mobile device.

Visit <https://smswanhill.cdfpay.org.au> to order online today!

Use our Online Store
Any device, any time!

How to get started

1. Smartphone icon → 2. People icon → 3. Shopping cart icon → 4. Calendar icon → 5. Dollar sign icon

Facebook

St. Mary's Primary School Swan Hill has a Facebook Page. "LIKE" us on Facebook to keep up to date with social events and things happening around the school!



School Based Apps

A number of applications are used in the classrooms including:

- Foundation - Phonics Heroes & Sunshine Books Online
- Year One - Reading Eggs, Sunshine Books & Mathseeds
- Year Two - Sunshine Books & Mathletics
- Year Three - Mathletics
- Year Four – Mathletics
- Year Five - Herald Sun & Mathletics
- Year Six - Esmart, Herald Sun & Mathletics



Seesaw

This online digital learning journal has been introduced as a new way to instantly share student work with their family. This online platform allows the students to showcase their assessment tasks and any other work conducted in the classroom through a secure and private network. Families will be sent an invitation to join their child's Digital Journal where they will only be able to see their own child's work. Parents will have the opportunity to 'like' or comment on the student work.

St Mary's School Website and Newsletter



OUR SCHOOL



The school website at www.smswanhill.catholic.edu.au provides great information about our school and school activities. The weekly school Newsletter is emailed out to parents and families in the format of a pdf newsletter. For those families that do not have Internet, a hard copy is sent home upon request from the office.

LIBRARY



Book Fairs

Book Fairs are held once or twice a year and provide additional funds for purchasing Library resources.

Library Bags

Students from Foundation to Year 2 must bring their library bag on Library days and use them to transport books from school to home. Replacement bags are available from the library and the cost will be charged to your account.

Loans

Students are encouraged to borrow for both recreational and study purposes. The library is open on various days throughout the week from 8.30am to 9.00am and 1.00pm to 1.30pm. Books may be borrowed for 2 weeks and renewed if necessary. There are no fines for late returns. Books may be borrowed in Library lessons or at any time the Library is open. All year levels may borrow up to four books at a time.

Lost Books

It is standard practice in all libraries for library patrons to pay for lost or damaged books. When necessary the Library will send a letter to parents informing them of the replacement cost which will be added to the school fee account.

Repairs

Thank you for **NOT MENDING** our Library books. No matter what the problem it is best if you just bring the damage to the attention of the Library. We prefer to use our own special glues and tapes for book repairs.

CAMPS AND EXCURSIONS

Camps play an important part in the curriculum and all children are encouraged to attend.

Year 6	Melbourne	17 th – 20 th August 2020
Year 5	Ballarat	11 th – 13 th November 2020
Year 4	Echuca	11 th – 12 th May 2020
Year 3	Halls Gap	12 th – 13 th October 2020
Year 2	Kerang	1 st May 2020
Year 1	Nyah Forest	23 rd October 2020
Foundation	Swan Hill	25 th June 2020



PARENT INVOLVEMENT

Canteen

The School Canteen is managed by Mrs Trudy Travaglia along with parent volunteers. The canteen provides a service for our children and staff.

We require as many helpers as possible to assist Trudy in the canteen. If all families could provide a helper at least once per term the roster can be filled. Roster times are 10.30 am to 2.00 pm. If however, you are only able to offer an hour or two we would be more than happy to accommodate you. It is vital that we have some commitment from our parents to help run the canteen.

A price list will be provided early in 2020, with any amendments to prices being placed in the newsletter as required. New price lists are available each term.

Please remember to sign in at the front reception when fulfilling this vital role

Parents & Friends

Parents and Friends are a very important part of our school community. They provide an opportunity to take an active part in school activities. These activities are predominantly social and fundraising, but there are also opportunities for information, making suggestions and contributing to the maintenance of the school. The money raised by Parents & Friends enables the school to purchase equipment that makes our school a better place for learning and play. Parents & Friends meet regularly, with dates advertised in the school newsletter.

Please give some thought to playing an active part in our Parents & Friends.



St. Mary's School Advisory Council

Parents are represented on the St Mary's School Advisory Council, which meets at 7.30 pm in the school library twice a term.

The Council is an advisory body which provides a structure for discussion and policy making regarding education in our Parish. You are encouraged to contact Council Members if you have something you would like to contribute about the School. Current School Advisory Council members are:

Canonical Administrator - Fr. Matthew Thomas

Chairperson – Laura Crow

Assistant Chair – Henk Vrolijk

Principal - Kate Quin

Principal's Nominees – Jason Perry

Staff Representative – Scott Anderson

Parent Representatives - Melissa Gilchrist, Ruth Holmes, Kirsten Mitchell and Stephen Davies

TRAVEL AND SUPERVISION ARRANGEMENTS

Bus Buddies

All Foundation bus travellers have a 'bus buddy'. The bus buddy is an older student who travels on the same bus to ensure the Foundation child goes to the correct bus line and gets on the bus with minimal fuss. The buddy also helps those who have to tackle the interchange at Swan Hill Secondary College and board their new bus. The interchange is only for country bus travellers.

Bus Travel

Children who reside outside Swan Hill are entitled to free bus travel provided by the government. Application forms for travel are provided at the school office. For children living in Swan Hill a Town Bus service is run by the school. If you have any queries or concerns regarding bus travel please do not hesitate to contact the office.

Car Pick Up and Drop Off

The front carpark is available for parents dropping off or picking up their children.

The front carpark has entry and exit off Murlong St. and enables sufficient parking for all parents to park safely. When dropping off or collecting children in the carpark please pull into a parking bay and ensure that your child proceeds along the paths and crossing provided until they reach your car. Movement from the front carpark to the school grounds is closed between 3.15 and 3.25 to enable the buses full access. Each night two staff members are allocated the job of ensuring the carpark is used in a safe way by parents and students.

It is imperative that parents, grandparents or family friends exercise legal road safety requirements when dropping off or collecting children. It is the family's responsibility to reinforce safety procedures with their children in using the carpark.

Changes to Bus Travel - Bus Passes / Not on Bus

If, on certain occasions, you wish your child to travel on a bus or travel on a bus other than their normal bus you must contact the office via one of the following methods:

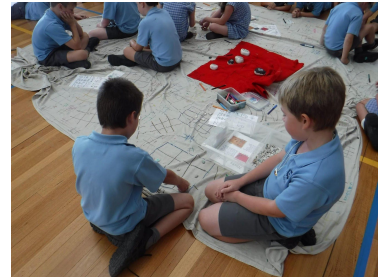
- PAM (Parent Access Module)
- Email (office@smswanhill.catholic.edu.au)
- Contact the school office (50332541)
- Bus Travel Note – these can be downloaded from our school website.
www.smswanhill.catholic.edu.au

Where possible please contact the school **before 3pm**.

If you require bus passes for several children eg. for a child's birthday party please contact the office to ensure that there is sufficient space on the bus to accommodate the extra children.

If the bus pass is for a town bus please send in \$3.00 (per family per trip) to cover the cost.

BUS PASS		NOT ON BUS	
Name:	Room:	Name:	Room:
Date:		Date:	
Country Bus No: _____		Country Bus No: _____	
Town Bus No: _____		Town Bus No: _____	



Supervision

Supervision is provided between 8.30 am and 3.30 pm for all students and for bus travellers. Supervision is also provided by our staff at Swan Hill Secondary College until all buses have departed.

Children are under the care of class teachers during actual school hours and teacher supervision is provided for recesses, lunch and bus duty on a roster system.

Please ensure that your children do not arrive at school before 8.30 am and that they are picked up promptly after school at 3.25 pm.

Town Bus Service

St Mary's is happy to be offering town bus runs for families in need of this service. The service is a non profit making venture. The cost in 2020 is \$410.00 per family per annum. We have five town runs operating. Please call into the office to view the maps to ascertain which run is most appropriate for your needs. The stops on the runs can alter throughout the year depending on the needs of families.

COMMUNICATION BETWEEN SCHOOL AND HOME

Absences

If your child will not be attending school you must contact the school **by 9:30 am** on any given day that your child is absent. This can be done via:

- PAM
- Email (office@smswanhill.catholic.edu.au)
- SMS the school office 0409968162
- Contact the school office (50332541)

After 9:30am, any children that are absent without notification will be lodged on our SMS list. An SMS message will be sent to parents requesting a reason for their absence. This is a government requirement and your assistance in notifying the school of absences will be appreciated.



Appointments

Parents should not hesitate to meet with their child's teacher if they have any concerns about any area of their

child's development. However, this is best done by arranging a mutually agreeable time. This avoids the disappointment of the teacher not having time there and then to discuss the issue at hand, due to being in charge of their class or attending after school meetings.

In turn, teachers will contact parents if discussions are necessary in regards to a child's progress. It is also reassuring for teachers to hear positive feedback on each child's attitude and general progress.

Parents are invited to contact the office to make appointments to see the Principal if they have a concern with their child's progress or a problem of any kind. Traumas, or changes in family circumstances such as death, or separation can markedly change a child's ability to concentrate and learn at school. Certain situations may also alter a child's personality or behaviour. The first consideration is always the health, safety and wellbeing of the child. Any private information is held in strictest confidence.

Attendance Passes

If your child has an appointment during the day – please call via the office for a "Leave Pass". This leave is recorded on the computer. Parents are asked to go to the class room to collect their child and present the "Pass" to the teacher. On returning to school the child must come back through the office where the leave will be completed on the computer. A "Returning from Leave Pass" will be given to the student which is then passed on to the teacher.

Early Pass

Parents who wish to collect their children early from school (before 3.25 pm) are asked to go to the front office to collect an Early Pass and then proceed to the classroom for pick up. This is recorded on the computer.

Late Pass

If your child is going to be late for class, please phone the office to inform the school with the estimated time of arrival. When arriving at school please call into the office for the "Late Pass" which is to be given to the teacher. The office will record the arrival time on the computer.

GENERAL INFORMATION

After School Care Program

This program and the accompanying bus is run by the Swan Hill Rural City Council. Parents contact the program directly if they wish their child to attend (0409 236 541). They have a list of students who are to attend and only those children go on the bus to the program. We do not have bus lists for this bus so notes for 'not on bus' or 'on bus' **are not required by the school.**

After School Sports Program

In collaboration with St Mary MacKillop College and Sporting Schools Australia, St Mary's offers the opportunity for interested students to participate in a five week After School Sports program. This program is run by St Mary's MacKillop College students under the supervision of a St Mary's staff member. The program operates between 3.30pm and 4.30pm of selected day and weeks of Term 2 and Term 3. Due to program requirements, each session has limited spaces available. In the event that program sessions are filled, students are placed on a waiting list and parents/families will be contacted if a position to participate becomes available.

Alerts and Fire Drills

As part of our Health and Safety procedure, our school is required to conduct fire, evacuation & containment drills, several times a year to be sure everyone knows what to do should a situation arise. The school holds these drills without staff and students prior knowledge so they can be carried out effectively. A message via our Skoolbag App will alert parents on the day we have any drills.

Allergies

If a student suffers from mild allergies then an Action Plan for Allergic Reactions will need to be supplied along with the appropriate medication to be kept in Sick Bay. ASCIA Action Plans have been developed as medical documents and must be completed, signed and dated by the patient's medical doctor.

The above action plan is available from the ASCIA website: www.allergy.org.au

Anaphylaxis

If a student suffers from severe allergies and has been prescribed an EpiPen then an Anaphylaxis Action Plan will need to be supplied along with an EpiPen to be kept in Sick Bay, located in the school office. This is usually completed at the time of enrolment. The Anaphylaxis Action Plan will need to be updated annually. An ASCIA Action Plan should be completed by the student's parents/guardians in consultation with the student's medical practitioner and a copy provided to the school. The plan must outline the student's known severe allergies and the emergency procedures to be taken in the event of an allergic reaction.

The above action plan is available from the ASCIA website: www.allergy.org.au

Asthma

If a student suffers from asthma, an Asthma Management form will need to be supplied. Parents must provide the school with a Victorian School Asthma Action Plan completed by the student's medical practitioner. (Asthma Australia in consultation with the Department of Education, Catholic Schools and Independent Schools, released a set of Asthma Action Plans for Victorian Schools to achieve consistency and eliminate confusion for teachers by having multiple looking plans presented to schools). The plan must outline the student's known triggers and the emergency procedures to be taken in the event of an asthma flare-up or attack. Any medication (eg. Ventolin) that is required will be kept in the child's bag or Sick Bay. The Asthma Management Plan will need to be updated annually and these are available from the school office or can be downloaded from <https://www.asthmaaustralia.org.au/vic/about-asthma/resources/victorian-action-plans/victorian-asthma-action-plans>

Book Club

St Mary's participate in a Book Club Loop with 'Scholastic'. Materials are distributed approximately 10 times per year and are grouped according to year level. The preferred method of ordering is online at <http://www.scholastic.com.au/schools/bookclub/> which is the Linked Online Ordering & Payments (LOOP) for Parents. Simply register by selecting Book Club Loop, enter your details, add children and select our school (St. Marys SWAN HILL)

Alternatively, orders can still be made from the catalogue. Orders are sent to the Office and payment can be made via cheque made payable to 'SCHOLASTIC AUSTRALIA,' by Credit Card by completing the appropriate slip located on the order form or by cash (correct money only).

Book Club LOOP

LOOP is the Scholastic Book Club
Linked Online Ordering & Payment platform.

It's easy to order and pay online for your child's Book Club order using your credit card. If your school is not yet in the **LOOP**, speak with your school's Book Club Organiser.

Head to [scholastic.com.au/LOOP](https://www.scholastic.com.au/LOOP)

or



Follow these **easy** steps!

1 Simply grab your child's Book Club catalogue and either **SIGN-IN** or **REGISTER** your account.

2 Add your child's first name and last initial (so the school knows who the book is for), then select your **SCHOOL** and your **CHILD'S CLASS**.
Note: You can order for multiple children at once if they attend the same school.

Looking for **MORE** product information? Additional content such as videos and downloads are available for select titles. Select your issue and enter the item number to view information on titles and some great resources, such as videos and reviews.



3 Click on **ORDER** and enter the item number from the Book Club catalogue.

4 All orders are linked directly to the school for submission to Scholastic. Books will still be delivered to your child's classroom if you order by the close date.

That's it! There's no need to return paper order forms or payment receipt details to your school.

SCHOLASTIC



Classroom Notes

Individual notes to parents from classes will come home when needed.

Clothing Pool

The school has a Clothing Pool located at the office which provides opportunities for obtaining school uniforms of the "preloved" kind. Unwanted uniforms can be donated to the clothing pool for re-distribution and purchase.

Code of Conduct-Safeguarding Children & Young People

Please refer to our website for a copy of the code of conduct.

Our expectation is that anyone visiting the school will abide by this Code of Conduct.

Foundation Attendance

Foundation children will attend four days a week and they are not required at school on Wednesday's until after

the long weekend in March. From this point on classes will run five days a week but you can determine if your child is up to five full days. If your child is tired and incapable of seeing out a full week then you can continue to keep them home on Wednesdays until the end of first term.

Head Lice

Parents are advised to regularly check children's hair as cases of 'head lice' or 'nits' are discovered from time to time. It is vital that you inform the school should your child have head lice, so that possible spreading of the problem can be minimized. From time to time it may be necessary for a staff member to check children's heads to ascertain if Head Lice are present. If the child presents with live lice they shall be excluded until the day after appropriate treatment has commenced. A child can be treated one evening and return to school the next day, even if there are still some eggs present.

Several types of treatments are available. Your local chemist can assist you on available treatments. The following website offers resources and further information www.health.vic.gov.au/headlice.

Information

For school records and emergency situations it is necessary for us to have up-to-date information on home addresses, phone numbers - work and home and any change of email address.

It is also necessary for you to supply us with the name/names of relatives or friend that could be contacted in an emergency such as an illness or accident if we were unable to contact yourself.

For the School to be able to maintain contact with you these changes are kept up to date by parents and guardians via CareMonkey.



Lost Property

All unclaimed articles are placed in the Lost Property Bin. Periodically this bin is emptied and unclaimed articles are sent either to the Clothing Pool or to St. Vincent de Paul. **Please name all your children's uniforms, lunch boxes and bags.**

Medication

If a student requires medication to be administered it is preferable this be done outside school hours. For example if antibiotics need to be given three times a day then these can be administered before school, after school and before bed. Hayfever medication can be given at home as it lasts for up to 12 hours. In some circumstances it may be necessary for the school to administer medication and the school office will need to be notified. This can be done by completing a Prescribed Medication Authority Form which is available from the school office or on the school website: www.smswanhill.catholic.edu.au. This form along with the prescribed medication with a pharmacy labels attached needs to be handed into the office.

Notes To School

Notes concerning lunches or uniform should be forwarded to the class teacher.

Nut Free Zone

St Mary's encourages a "NUT FREE ZONE" as much as is possible as we do have children with severe allergies. Please do not send any sandwiches that contain nut spreads, nuts of any variety or bars that contain nuts to school.

Parent/Teacher Discussions

Parent/teacher discussions are held later in Term One and at the start of Term Three.

Privacy Policy

Please refer to our website to view this policy.

Reporting Journal

Reporting and communication between home and school is vital for the development and welfare of each child. As a school we have adopted the 'Reporting Journal' as a means of reporting on the individual progress of each child.

The reporting journal is contained within a display folder and includes the following:

- Student goals for each term
- Work samples from the different areas of the curriculum
- Teacher feedback on social, behaviour and academic success
- Opportunity for parent comment and feedback

Sick Children

Please do not send sick children to school. If the child is sick during the night, or not considered well enough to go outside to play, they are not well enough to be at school. Not only do sick children feel miserable at school, they can also be the cause of infecting other children with their illness.

There are government guidelines in relation to students attending school if they have certain infectious diseases, these are outlined below:

Chickenpox- Child shall be excluded from school until fully recovered or for at least 5 days after the eruption first appears. Note some remaining scabs are not an indication for continued exclusion

Cold Sores- Child shall be excluded if they are unable to comply with good hygiene practices whilst the lesion is weeping. Lesions to be covered by dressing, where possible.

Conjunctivitis- Child shall be excluded until discharge from eyes has ceased.

Diarrhoea- Child shall be excluded until diarrhoea has ceased or medical certificate of recovery is produced.

German Measles (Rubella)- Child shall be excluded from school until fully recovered or for at least 4 days from the onset of the rash.

Hand, Foot and Mouth disease- Child shall be excluded until all blisters have dried.

Impetigo (School Sores)- Child shall be excluded from school until appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with watertight dressings.

Influenza and influenza like illnesses- Child shall be excluded until well.

Measles- Child shall be excluded from school for at least four days after the onset of the rash.

Mumps- Child shall be excluded from school for 9 days or until swelling goes down (whichever is sooner).

Parvovirus (Slapped Face)- Children do not need to be excluded from school. There is no specific treatment.

Ringworm (Tinea)- Child shall be excluded from school until the day after appropriate treatment has commenced.

Whooping Cough- Child shall be excluded for 5 days after starting antibiotic treatment.

Sign In Sheet – Lunch Time Friday

Friday is family day at St Mary's and we love the fact so many families stay and enjoy lunch with their children after Assembly. In line with our Child Safe procedures we require all adults who are staying on for lunch to **sign in** (table at side door of the office) and **sign out** as they leave. Our designated family area is the passive play area where your children can join you for lunch.

Standard Collection Notice

Please refer to our website to view this policy.

Sunsmart

St Mary's fully supports the Anti-Cancer campaign of "Sunsmart" and "Slip, Slop, Slap".

School hats stay at school and are worn in Term One & Four at all times whilst outdoors. In Terms Two & Three they are worn at the discretion of staff depending on weather conditions. Children are encouraged during hot weather to apply sunscreen before going out to play. Children who are not wearing their school hats will remain in a designated, shaded area during recess and lunchtimes.

The use of wrap-around sunglasses that meet Australian Standard 1067(Sunglasses – Category 2,3 or 4) is encouraged.



Visitors To School

Any adults that comes to the school either to help in the classrooms, do canteen duty or just to visit children must sign in at the front office, and on departure are required to sign out at the front office.

Whole School Assembly

Our whole school assembly takes place at 12:25pm each Friday in the school gymnasium. Student of the week awards are presented at this assembly and each week a class leads an assembly prayer. You are most welcome to join us and stay for a shared lunch with your child/children on this day.

Working With Children Checks

At St Mary's we strongly require parents who will be assisting at school on a voluntary basis to apply for a Working With Children Check. Applications can be completed online by visiting the following website: <http://www.workingwithchildren.vic.gov.au/>. When you receive your card, please bring it into the office for us to scan to our records.



DRESS CODE

School uniform is compulsory and students at all levels are expected to take pride in their appearance and grooming. If a student is not in full uniform a note of explanation must be sent to the classroom teacher. Our school uniform is available at Clark's store in Campbell Street.

Note: "School" items mean they have the schools logo embroidered on them.

Boys & Girls

Choice of the following shoe which can be worn all year round
All black shoe (lace up, velcro, buckle)

All black leather/synthetic runner
All black covered toe sandal

Socks maybe short or long but must be "above ankle"

Summer-"School" bucket hat

Choice of one or more of the following which can be worn in cooler weather
"School" windcheater , full zip vest or full zip jacket

Non compulsory items

"School" Beanie/Scarf for winter (available for purchase from the Parents & Friends via the school office)
Explorer "school" bag (can have child's name embroidered for easy identification)

Girls - Summer

St. Mary's check dress
Navy blue dress shorts with a "school" polo top (short sleeve)
White socks

Girls - Winter

Maroon Check Skirt with "school" polo top (short or long sleeve)
Navy blue tailored (elastic back or full elastic waist) trousers with "school" polo top (short or long sleeve)
Navy blue socks (short or long) or Navy blue tights

Boys - Summer

Grey easy fit shorts with "school" polo top (short sleeve)
Grey socks

Boys - Winter

Grey easy fit double knee trousers with "school" polo top (short or long sleeve)
Grey socks

PE UNIFORM

Girls & Boys - Summer

Black Basketball Shorts with "school" Polo Top (short sleeve)
White socks & runners

PE UNIFORM

Girls - Winter

Navy blue fleecy straight or elastic leg or track and field fabric track pants
(no stripes or logos)
"School" Polo Top (short or long sleeve) with white socks & runners

Boys – Winter

Navy blue fleecy straight or elastic leg or track and field fabric track pants (no stripes or logo) "School" Polo Top
(short or long sleeve) with white socks & runners.

Note: Black basketball shorts can be worn for sport class during winter but trackpants must be put on during class time.

Please label all items of clothing – iron on labels are available from www.identitydirect.com.au

Cosmetics

Neither cosmetics nor nail polish are permitted

Hairstyles

Hair should always be neat and tidy, with long hair (shoulder length) to be tied back.

Hair Bands/Ribbons/Scrunchies—Navy, Blue or Maroon.

Pictures, logos or words are not permitted to be shaved or cut into the hair.

Unconventional hair cuts are not permitted (eg. Mowhawks).

Shaving the head is not permitted.

Bright or unnatural coloured hair (eg. bright red, green or purple or peroxide blonde) is not permitted.

Jewellery

No neck, wrist or finger jewellery; wrist watches are worn at the owner's risk

Earrings must be sleeper or stud, with only one earring worn in each ear. No Body piercing.



TERM DATES 2020

TERM ONE

28th January 2020 – 27th March 2020

TERM TWO

14th April 2020 – 26th June 2020

TERM THREE

15th July 2020 – 18th September 2020

TERM FOUR

5th October 2020 – 18th December 2020

JANUARY

Thursday 23rd

Monday 27th

Tuesday 28th

School Office Opens

PUBLIC HOLIDAY – AUSTRALIA DAY

TERM ONE COMMENCES

FEBRUARY

Friday 1st

Monday 3rd

Thursday 27th

Meet the Teacher Chats

FIRST DAY FOR STUDENTS

School Photo Day

MARCH

Thursday 5th

Friday 6th

Monday 9th

Friday 27th

Grandparents and Friends Evening

PUPIL FREE DAY – Staff PD

PUBLIC HOLIDAY – LABOUR DAY (VIC)

END OF TERM

APRIL

Sunday 5th
Friday 10th
Sunday 12th
Tuesday 14th
Wednesday 15th

Palm Sunday
Good Friday
Easter Sunday
PUPIL FREE DAY – Staff PD
TERM TWO COMMENCES

MAY

Friday 1st
Monday 11th – Tuesday 12th
Monday 18th

Year 2 Camp
Year 4 Camp
PUPIL FREE DAY – Assessment & Reporting

JUNE

Monday 8th
Thursday 25th
Friday 26th

PUBLIC HOLIDAY – QUEENS BIRTHDAY
Foundation Camp
END OF TERM

JULY

Monday 15th

TERM THREE COMMENCES

AUGUST

Monday 17th – Thursday 20th

Year 6 Camp

SEPTEMBER

Friday 18th

END OF TERM

OCTOBER

Monday 5th
Monday 12th - Tuesday 13th
Friday 23rd

TERM 4 COMMENCES
Year 3 Camp
Year 1 Camp

NOVEMBER

Monday 2nd
Tuesday 3rd
Wednesday 11th – Friday 13th

PUPIL FREE DAY – Staff PD
PUBLIC HOLIDAY – MELBOURNE CUP
Year 5 Camp

DECEMBER

Tuesday 1st
Tuesday 15th
Wednesday 16th – Thursday 17th
Friday 18th

Carols Evening
LAST DAY FOR STUDENTS
Literacy Testing
END OF TERM

IMPORTANT DATES

ST. MARY'S 2020



TEACHING STAFFING 2020

<i>Room</i>	<i>Class</i>	<i>Teacher</i>
	<i>Principal</i>	<i>Mrs Kate Quin</i>
	<i>Deputy Principal</i>	<i>Mr Jason Perry</i>
	<i>Learning Diversity Leader</i>	<i>Mrs Ginny Gook</i>
	<i>Religious Education Leader</i>	<i>Mrs Belinda Davies</i>
	<i>Curriculum Leader</i>	<i>Mrs Mardi Hall</i>
	<i>Boost & Coaching Staff</i>	<i>Mrs Bern Mahon Mrs Andrea Woodburn Mrs Mardi Hall Mrs Denise Jordan</i>
	<i>Technology Team</i>	<i>Mr Jason Perry Mr Jacob Cleeland Mr Josh Longwood</i>
<i>G4</i>	<i>Italian</i>	<i>Mrs Sonia Kelly Mrs Barb Croft Mrs Renita Holyoak</i>
<i>G3</i>	<i>Music</i>	<i>Mrs Kate Dunstan Mrs Naomi Bowd</i>
<i>O</i>	<i>Year 6</i>	<i>Mr Scott Anderson</i>
<i>P</i>	<i>Year 6</i>	<i>Mr Corey Daniels</i>
<i>Q</i>	<i>Year 6</i>	<i>Mrs Deanne Dacey</i>
<i>R</i>	<i>Year 5</i>	<i>Mr Mark Bonney/Ms Annalie Gilmour</i>
<i>S</i>	<i>Year 5</i>	<i>Miss Teagan Devereux</i>
<i>T</i>	<i>Year 5</i>	<i>Miss Tarsha Brady</i>
<i>U</i>	<i>Year 5</i>	<i>Miss Caddie Palmer</i>
<i>A</i>	<i>Year 4</i>	<i>Mr Arren Smith</i>
<i>B</i>	<i>Year 4</i>	<i>Mrs Archana Patney</i>
<i>W</i>	<i>Year 4</i>	<i>Miss Olivia Scarce</i>
<i>Y</i>	<i>Year 4</i>	<i>Mr Kyle Doran/Mrs Teagan Lawry</i>
<i>G</i>	<i>Year 3</i>	<i>Mr Leighton Dullard</i>
<i>H</i>	<i>Year 3</i>	<i>Mrs Karen Jobling</i>
<i>I</i>	<i>Year 3</i>	<i>Mr Daniel Cruickshank</i>

<i>J</i>	<i>Year 3</i>	<i>Mrs Belinda Davies/Mr Josh Longwood</i>
<i>K</i>	<i>Year 2</i>	<i>Mrs Sarah Skinner/Ms Zoe Fuller</i>
<i>L</i>	<i>Year 2</i>	<i>Mrs Codie Brown</i>
<i>M</i>	<i>Year 2</i>	<i>Mr Wes Harrison /Mrs Jessi Gleeson</i>
<i>N</i>	<i>Year 2</i>	<i>Miss Jacqui Forster</i>
<i>C</i>	<i>Year 1</i>	<i>Miss Belinda Angus</i>
<i>D</i>	<i>Year 1</i>	<i>Miss Brooke Smith</i>
<i>E</i>	<i>Year 1</i>	<i>Mr Jacob Cleeland/Mrs Lauren Martin</i>
<i>F</i>	<i>Year 1</i>	<i>Miss Gemma Watts</i>
<i>Blue</i>	<i>Foundation</i>	<i>Miss Stacey Pearse</i>
<i>Green</i>	<i>Foundation</i>	<i>Mrs Rachael Smith/Mrs Naomi Bowd</i>
<i>Yellow</i>	<i>Foundation</i>	<i>Mrs Beth Caruso/ Mrs Deb Parsons</i>
<i>Purple</i>	<i>Foundation</i>	<i>Miss Ashlee Polinelli</i>
	<i>Art</i>	<i>Mrs Janine Dow Ms Annemaree Stacey</i>
	<i>Wellbeing</i>	<i>Mrs Brenda Ford Mrs Jordan Morris Mrs Krishell Wilson</i>

NOTES
