Dear Parents

This is the 2013 Parent Handbook.

The handbook contains:-

1. A wide range of information that will give you a clearer understanding of how your child’s school operates.
2. The roles of:
   i. Staff
   ii. School Board
   iii. Parents & Friends organisation

3. What is expected of the children in the school.

I hope you will keep it in a safe, handy place and refer to it as it may well save you concern when questions arise throughout the year.

However, when you do have a concern you wish to address, always contact the teacher first, or Principal during school hours, as this will alleviate concerns and avoid confusion and anxiety.

The success the school enjoys is, in large, due to the interest and involvement of you, the parents in the many varied activities and experiences organised for the children. Your presence is always a valuable addition. Please continue this by your frequent, positive contact and by communicating your concerns and praise whenever appropriate.

The staff and I look forward to working with you in giving your child the best possible Catholic education.

Yours sincerely

Justin Tuohy
PRINCIPAL
ST MARY’S SCHOOL PROFILE

TRADITION

School History

St Mary’s School is a vital part of the Catholic Parish of St Mary’s, Northampton. As a Catholic School Community we strive to develop Gospel Values that enable our students to become vibrant members of the wider community.

St Mary’s School Northampton began on or near the present site in 1868. Until 1989 St. Mary’s was administered by the Presentation Sisters. The current buildings were established in 1964 and further extensions were completed in 1994. In 2004 renovations were completed to the school including disabled access into the school and new student toilet facilities. In 2009 the undercover walkway at the front of the school was completed, in 2010 we built our new Library, multipurpose, office facility which we moved into at the start of the 2011 School year.

Vision Statement

St Mary’s School provides an education that endeavours to equip each child with the Christian values and life skills necessary to meet the challenges of a changing world.

Mission

At St. Mary’s School, we strive to:

• Create an environment where all children feel safe and valued
• Help children to know Jesus.
• Provide opportunities for children to learn how to pray.
• Provide opportunities for children to experience meaningful liturgical experiences.
• Provide opportunities for each child to develop to their full potential - spiritual, intellectual, physical and emotional.
• Develop in children a sense of pride in themselves and their community.
• Create an atmosphere which promotes dignity and respect for all and values each member's contribution.
• Support parents in their role as prime educators of their children.
• Foster an awareness and appreciation of the environment and take responsibility for its care.
St Mary’s School Board

The School Board is responsible to the Conference of Bishops through the Catholic Education Commission of WA for planning and for the financial management of the School.

The overall role of the Board is to help the school fulfil its educational responsibilities in accordance with the constitution, the policies and practices of the Catholic Education Commission of WA and the diocesan guidelines.

Community members of the School Board are elected at the Annual School Community Meeting held in October/November each year. The Board members at the first Board meeting following the Annual School Community Meeting elect Office Bearers.

Office Bearers elected for 2013 are:

- **Chairperson**: Ben Williams
- **Secretary**: Kelly Harrington
- **Treasurer**: Jan Eastough
- **P & F Rep**: Mary-Kate Walsh
- **Board Members**: Jayde Teakle, Leon Johnson, Stuart Gerreyn
- **Ex Offico**: Fr Larry Rodillas (Parish Priest)
  - Justin Tuohy (Principal)

St Mary’s School Parents & Friends Association

- St Mary’s Parents & Friends Association meets every Term to discuss the needs of the school. Meeting dates and times are advertised in the school newsletter. All parents are welcome and encouraged to attend these meetings.

Office Bearers for 2013

- **President**: Corinna Mulgrew
- **Vice President**: Trin Suckling
- **Secretary**: Denise Combes
- **Class Coordinators**:
  - K/P Jenny Johnson, Emily Routledge
  - 1/2 Nerolie Gerreyn, Denise Combes
  - 3/4 Marlo Elsum-Beaumont, Jan Eastough
  - 5/6 Jayde Teakle,

The P & F Association:

- **Enables parents** to support the school through fundraising so that resources may be purchased which would otherwise be unavailable.
- Raises community spirit by organising fun activities for the whole family.
IMPORTANT INFORMATION

Office Times
Monday, Tuesday, Wednesday, Thursday, Friday – 8.30am to 4.00pm

Address
P O Box 138
NORTHAMPTON WA 6535
TELEPHONE NO: (08) 9934 1112
FAX NO: (08) 9934 1115
EMAIL: admin@smsn.wa.edu.au
WEBSITE: www.smsn.wa.edu.au

Classes

Due to enrolment numbers St Mary’s School has split classes, thus it is important that parents understand how the classes are split. When changes are necessary the classes are divided by the Principal, following extensive discussion with the class teacher, in order to establish balanced classes with respect of the needs of the children.

All the current education research shows that children work most effectively in small groups, therefore, the effect of splitting grades is minimal. It is worth noting that in a ‘straight’ grade the individual ability variation can exceed two years above or below that grade level.

Kindergarten

Kindergarten is the first year of our school and as such, your child, once enrolled at St Mary’s will be able to complete his/her primary education within our school. Children are able to attend Kindergarten 5 days per week but Kindergarten is not compulsory.

The Kindergarten class ceiling will be held at between 9-15 students per year depending on numbers in other junior primary grades.

Parent Participation In The Life Of The School

The school recognises the importance of you, the parents, as the prime educators of your child and the need to effectively involve you in the school’s programme.

You are encouraged to volunteer your skills and time whenever the opportunity arises. It is hoped that you will participate in at least some of the following areas:

Attending school related Masses, parent groups, Library, classroom help, excursions, busy bees, fundraising, social functions, supporting your children at functions, Parent/Teacher meetings, P & F meetings, nominating For the School Board and sports coaching.
Parent/Teacher Communication

We respect the right of all our parents to discuss their child’s progress with their teacher. Teachers do appreciate an appointment being made in order to make best use of the meeting time with you. Normally these times are after school.

Principal and Teaching Staff

The Principal and teaching staff are responsible for the daily operation of the school and for establishing and implementing the educational policies of St Mary’s School. Specific problems relating to individual children’s learning difficulties should be addressed to the teacher concerned or the Principal through an appointment.

Reporting

We report to parents using a variety of strategies.

- End of Each Term K/PP Portfolios will be sent home.
- End of Term 2 and 4 Reports will be sent home.
- End of Term 2 Compulsory Parent/Teacher Interviews
- End of Term 4 Requested Parent/Teacher Interviews
- Yr1-6 Test booklets sent home twice a term.

School Hours

<table>
<thead>
<tr>
<th>Supervision commences</th>
<th>8.30am</th>
</tr>
</thead>
<tbody>
<tr>
<td>School commences</td>
<td>8.50am</td>
</tr>
<tr>
<td>Morning Recess</td>
<td>11am – 11.20am</td>
</tr>
<tr>
<td>Lunch</td>
<td>1pm- 1.40pm</td>
</tr>
<tr>
<td>Dismissal</td>
<td>3.10pm</td>
</tr>
<tr>
<td>Supervision ends</td>
<td>3.30pm</td>
</tr>
</tbody>
</table>

Teacher supervision will begin at 8.30am and conclude at 3.30pm. Children should not be on the school premises outside these hours without the approval of the Principal.

Student Absences

Whenever a student is absent, a written explanation from a parent must be presented to the child’s teacher on the day of return to school.

You are required by the Education Act of W.A. to inform the class teacher in writing of reasons for your child’s absence the first day the child returns to school.

A note of absence could be as simple as:
Dear Mrs Thomas
Elizabeth was absent from school on Thursday, 6 May 2010 because she had a sore throat. Thank You Mrs N Goody 13 May 2010
A child will be permitted to leave the school during school hours only when a parent makes a written request or calls personally for the child.

Any child leaving the school during school hours must be collected from the classroom by an adult (a parent/guardian or their appointed representative) as they will not be permitted to wait on the roadside. Please sign your child out in the book at the front office.

You are requested to notify the school as soon as it is known that a child’s absence is likely to exceed one week. A long term planned absence (eg. holiday) should be referred to the Principal and class teacher at the earliest possible opportunity.

**ENROLMENT INFORMATION**

**Rationale**

*St Mary’s School exists to further the mission of the Church. In Western Australia, the Mandate of the Bishops requires the Catholic Education Commission of WA to make Catholic school education available to all Catholic children, insofar as this is possible.*

**Principles**

- St Mary’s School has a preferential option for the poor and marginalized.
- St Mary’s School fulfils its mission in partnership with parents, who are the first educators of their children.
- St Mary’s School has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and legislations.
- St Mary’s School will accept all applications for enrolment.
- The acceptance of an application form does not guarantee an enrolment interview or offer of enrolment.
- Enrolment at St Mary’s School shall only be offered where there is age appropriate accommodation and the requisite resources to respond to any specific needs of the student.
- Enrolment at St Mary’s School does not guarantee enrolment at any other Catholic school.

**School Enrolment Criteria**

1. Catholic students from the St Mary’s School Parish with a Parish Priest reference (The necessary form is included with the Enrolment Form)
2. Catholic children from outside the Parish with a Parish Priest reference
3. Other Catholic students
4. Siblings of non-Catholic students
5. Non-Catholic students from other Christian denominations
6. Other non-Catholic students

St Mary’s school works in partnership with parents who are the first educators of their children.

Please note:

Acceptance of an Enrolment form or offer of enrolment does not guarantee an enrolment interview or offer of enrolment. Enrolment in St Mary’s School does not guarantee enrolment in any other Catholic school.

NB.

- Parent or Guardians who knowingly withhold material information relevant to the application/enrolment process may have their enrolment terminated or refused by the Principal on these grounds.
- Parents in the enrolment form must disclose any known special educational needs of the prospective student, any known particular medical condition and or health care requirements of the prospective student.
- Parents must provide a copy of any Parenting or Restraining order that applies to the prospective student and fully and truthfully complete the application for enrolment form.

School’s Schedule of Fees and Payment Policy

St Mary’s School Board sets school fees. At the Annual General Meeting of the School Board, held in October, the Treasurer announces any change in fees for the year and the schedule is then published in the next School Newsletter.

The Fees schedule includes:

- Annual tuition fees for education
- Amenities fee for Art/Craft and transport
- Building Levy (per family) to help service capital debts
- Excursion Fee - inclusive of costs for all incursions each year (such as puppet theatre/musical theatre etc)
- Insurance levy for 24 hour cover

Fees are sent out at the beginning of each term and are to be paid in one of the following ways:

- One annual payment
- Four times a year (one per term)
- A direct debit facility is also available which does not attract any fees or costs, is available. Payments can be made weekly, fortnight or monthly. Please discuss these options with the Principal.

Health Care Card Scheme

Catholic schools in Western Australia provide eligible current Health Care Card holders a discount on tuition fees only. A current Health Care card needs to be sighted and an additional Rebate form needs to be filled in. Please note
that not all Health Care Card holders are eligible. Please contact the office if you have any queries.

The inability to pay school fees does not preclude any child from attending St Mary’s School. Parents who are unable to access the Health Care Card Scheme but would still have difficulty in making school fee payments, should see the Principal to discuss the availability of alternative fee payment arrangements.

**Timeline for Processing**

At St Mary’s School, Kindergarten applications will be taken at all times. Interviews will be scheduled early in Term 3 of the year before and written notification of acceptances sent out as soon as all interviews have taken place.

Other applications will be taken and interviewed as per ‘Interview Criteria’ as soon as a place becomes available. The interview process will follow that outlined in this document.

**Parental Obligations**

Parents are responsible for supplying information, to the best of their knowledge, in relationship to the prospective students in the following areas:

- Any special needs or requirements
- Any particular medical conditions and/or health requirements
- Parental or Restraint Order
- Fully completed the enrolment form

**Breach of Enrolment**

*If a parent or guardian knowingly withholds information relevant to the application/enrolment process then the Principal reserves the right to refuse or terminate enrolment on that ground.*

**Enrolment Procedure**

Parents wishing their children to be educated at St Mary’s School need to complete an enrolment form available from the office or website. Once the form is completed an interview with St Mary’s, Principal, Mr Justin Tuohy needs to be organised. *This is not a confirmation of enrolment* and you will be advised by letter if your enrolment has been successful.

Each year during the months of August and September, the school will advertise in the school newsletter, parish bulletin and, if necessary, the local paper for enrolments. However, this process will occur only if the waiting list does not exceed 15 of the above and that the total class numbers for the following do not exceed 26 in the junior primary classes and 30 in all other classes.
Names may be submitted to the school secretary at any time prior to the month of August to be entered onto the waiting list.

Enrolment for grades other than Kindergarten will be on application by the parent to the Principal who will determine eligibility for entry to our school providing that a position is available for a new student in the appropriate grade in accordance with the priorities stated above.

Parents who choose to apply to enrol a child at St Mary’s school accept:

1. That they abide by the policies and practices established and developed by the Principal and the School Board whilst their child/children are enrolled in St Mary’s School. If you are unsure of any policies or practices please consult the Principal.
2. That they have an obligation to fully support the fund-raising ventures of the Parents and Friends (P & F) organisation. The P & F funds provide the additional amenities necessary for your child’s education that supplement what is provided by the School Board’s budget.

**Enrolment/Admission Information**

It is vital that this information is regularly updated, as there have been a number of occasions where it has been found to have changed.

This form requires:
- a) Information for daytime contact should accidents occur. (In these cases, we attempt to first contact parents then the EMERGENCY CONTACT number.)
- b) Permission to act on the parent’s behalf if contact cannot be made.

**SCHOOL FEES**

**Procedures**

Annual fees and charges including increases are to be set by the School Board in accordance with CECWA advice provided during the budget process each year. The details of all additional charges and information relating to the school fees policy follow below.

Discounts will be given for siblings also attending St Mary’s and are as suggested by CECWA:

<table>
<thead>
<tr>
<th>Child</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>0%</td>
</tr>
<tr>
<td>2nd</td>
<td>20%</td>
</tr>
<tr>
<td>3rd</td>
<td>40%</td>
</tr>
<tr>
<td>4th</td>
<td>100%</td>
</tr>
</tbody>
</table>

Kindergarten fees shall be charged as a proportion of the first child’s fees. The usual family discounts will also be offered for all Special Education students at St Mary’s.

The fees collection at St Mary’s will follow the following procedure:
- Communication of fees policy at enrolment time
- The fees for the year will be issued at the beginning of Term 1 each year.
Accounts may be paid as one payment or 4 payments (one each term) or a fortnightly or monthly direct debit payment.

Parents experiencing hardship are contacted and a negotiated method of payment is worked out, taking into account concessions and remissions when and where required.

There is always to be recognition of the Church’s preferential option for the poor and disadvantaged.

Accounts are reissued when the initial account is not paid. If fees are still not paid then a follow up phone call is made checking on hardships or the reason for non-payment. At this stage parents are requested to meet with the Principal to discuss the payment of the school fees.

Where parents have made no effort to pay fees the following procedure is to be followed:

- When necessary, at the end of each term the School Board Fees Committee (Principal, Treasurer and Parish Priest) meet and decide on what further action (if any) is required.
- Documentation is kept (in Principal’s office) of each attempt to resolve the problem of outstanding fees.
- Parents are notified that the services of a debt collection agency or solicitor will be engaged to recover fees.

**School Fees 2013**

**School fees are compulsory** and form a necessary part of what makes our school function as it does. Accounts are posted each term and reminders are issued in the school newsletter. Any difficulties in meeting school fees must be discussed with the Principal as soon as possible.

<table>
<thead>
<tr>
<th>Child Level</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Child</td>
<td>$163.60 per term</td>
</tr>
<tr>
<td>2nd Child</td>
<td>$130.64 per term</td>
</tr>
<tr>
<td>3rd Child</td>
<td>$105.60 per term</td>
</tr>
<tr>
<td>4th Child</td>
<td>Free</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>$163.60 per term (5 days per week)</td>
</tr>
</tbody>
</table>

A compulsory Insurance levy of $13.50 per child is payable Term 1. This Insurance is 24 hour a day, 52 weeks of the year cover. *Please refer to handout at beginning of each year.

**Amenities Fee**
Compulsory fee for Library, Art, Sports equipment, Book hire, or class cooking expenses. Amenities fee for 2010 will be $40 per child.

**School Building Levy**
A compulsory and non-tax deductible annual Building Levy of $124 per family is payable. This fee assists the school in debt-servicing of a loan, or a contribution towards a building project.

**P & F Levy**
A compulsory fee of $40 per family is payable and included with the school fees.
Excursion Fee
A yearly excursion fee of $30 per child is payable and is included with the school fees.

Accounts
All money sent to school should be placed in a sealed envelope with the child’s name, amount and purpose of payment noted, e.g. Fees, excursion, swimming, etc. This should be given to the class teacher at the beginning of the day.

<table>
<thead>
<tr>
<th>2013 Fee Structure</th>
<th>Other Fees and Charges</th>
<th>All Included costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP - Yr7</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuition Per term</td>
<td>Tuition Yearly</td>
</tr>
<tr>
<td>1 child</td>
<td>$163.30</td>
<td>$653.20</td>
</tr>
<tr>
<td></td>
<td>57.50</td>
<td>$230.00</td>
</tr>
<tr>
<td></td>
<td>$40.00</td>
<td>$124.00</td>
</tr>
<tr>
<td></td>
<td>$13.50</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td>$40.00</td>
<td>$247.50</td>
</tr>
<tr>
<td></td>
<td>$900.70</td>
<td>$477.50</td>
</tr>
<tr>
<td>2 children</td>
<td>$293.94</td>
<td>$1175.76</td>
</tr>
<tr>
<td></td>
<td>115.00</td>
<td>$460.00</td>
</tr>
<tr>
<td></td>
<td>$80.00</td>
<td>$124.00</td>
</tr>
<tr>
<td></td>
<td>$27.00</td>
<td>$60.00</td>
</tr>
<tr>
<td></td>
<td>$40.00</td>
<td>$331.00</td>
</tr>
<tr>
<td></td>
<td>$1506.76</td>
<td>$791.00</td>
</tr>
<tr>
<td>3 children</td>
<td>$399.84</td>
<td>$1567.68</td>
</tr>
<tr>
<td></td>
<td>172.50</td>
<td>$690.00</td>
</tr>
<tr>
<td></td>
<td>$120.00</td>
<td>$124.00</td>
</tr>
<tr>
<td></td>
<td>$40.50</td>
<td>$90.00</td>
</tr>
<tr>
<td></td>
<td>$40.00</td>
<td>$414.50</td>
</tr>
<tr>
<td></td>
<td>$1982.18</td>
<td>$1104.50</td>
</tr>
<tr>
<td>4 or more children</td>
<td>$399.84</td>
<td>$1567.68</td>
</tr>
<tr>
<td></td>
<td>$172.50</td>
<td>$690.00</td>
</tr>
<tr>
<td></td>
<td>$160.00</td>
<td>$124.00</td>
</tr>
<tr>
<td></td>
<td>$54.00</td>
<td>$120.00</td>
</tr>
<tr>
<td></td>
<td>$40.00</td>
<td>$498.00</td>
</tr>
<tr>
<td></td>
<td>$2065.68</td>
<td>$1188.00</td>
</tr>
</tbody>
</table>

| Kindergarten Fees   |                        |                   |
|                     | $163.30                | $653.20           |
|                     | $57.50                 | $230.00           |
|                     | $40.00                 | $124.00           |
|                     | $13.50                 | $30.00            |
|                     | $40.00                 | $247.50           |
|                     | $900.70                | $477.50           |
School Uniform

The school uniform is compulsory. Most items are available from the Parents and Friends School Uniform Shop. Pre worn uniforms can also be obtained from the Uniform Shop. School shoes and sandals can be purchased from The Northampton Family Store.

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer (Terms 1 &amp; 4)</strong></td>
<td><strong>Summer (Terms 1 &amp; 4)</strong></td>
</tr>
<tr>
<td>Blue dress</td>
<td>Grey shorts and blue shirt with St Mary's Logo</td>
</tr>
<tr>
<td>Cornflower Blue Jumper or Zipped Jacket</td>
<td>Cornflower Blue Jumper or Zipped Jacket</td>
</tr>
<tr>
<td>Sandals - open toes, blue or brown school sandal with buckle. Velcro ok for K-2</td>
<td>Sandals - open toes, blue or brown school sandal with buckle. Velcro ok for K-2</td>
</tr>
<tr>
<td>Optional: Black leather school shoes with white socks (not anklets)</td>
<td>Optional: Black leather school shoes with grey socks</td>
</tr>
<tr>
<td><strong>Winter (Terms 2 &amp; 3)</strong></td>
<td><strong>Winter (Terms 2 &amp; 3)</strong></td>
</tr>
<tr>
<td>Compulsory from Week 5 Term 2</td>
<td>Compulsory from Week 5 Term 2</td>
</tr>
<tr>
<td>As for summer with black leather school shoes. Velcro ok for K-2</td>
<td>As for summer with black leather school shoes. Velcro ok for K-2</td>
</tr>
<tr>
<td>White socks (not anklets)</td>
<td>Grey school socks</td>
</tr>
<tr>
<td>Optional: Girls may wear navy blue tights if days are cold or long grey trousers</td>
<td>Long grey trousers (Optional: shorts and grey socks may be worn if days are warm.)</td>
</tr>
</tbody>
</table>

**Sports**

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unisex - School Shorts</td>
<td>Unisex - School Shorts</td>
</tr>
<tr>
<td>Blue St Mary's polo shirt</td>
<td>Blue St Mary's polo shirt</td>
</tr>
<tr>
<td>White socks, no colour tops (not anklets)</td>
<td>White socks, no colour tops</td>
</tr>
<tr>
<td>Predominantly white sandshoes/joggers with white laces. Velcro ok K-2</td>
<td>Predominantly white sandshoes/joggers with white laces. Velcro ok for K-2</td>
</tr>
<tr>
<td>Cornflower blue tracksuit</td>
<td>Cornflower blue tracksuit</td>
</tr>
</tbody>
</table>

**Cost**

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracksuits with school logo:</td>
<td></td>
</tr>
<tr>
<td>• Pants</td>
<td>$22</td>
</tr>
<tr>
<td>• V-Neck jumper</td>
<td>$20</td>
</tr>
<tr>
<td>• Zipped jumper</td>
<td>$22</td>
</tr>
<tr>
<td>Unisex Sports Shorts</td>
<td>$15</td>
</tr>
<tr>
<td>Sports Polo Shirt with school logo –</td>
<td></td>
</tr>
<tr>
<td>• Size 4-16</td>
<td>$25</td>
</tr>
<tr>
<td>• Material available from P&amp;F $10 per metre</td>
<td></td>
</tr>
<tr>
<td>• Dresses size 4-6 $45, 8-16 $50</td>
<td></td>
</tr>
<tr>
<td>Grey Trousers sz 8-12 $27 sz4-6 $25</td>
<td>Grey Trousers sz 8-12 $27 sz 4-6 $25</td>
</tr>
<tr>
<td>Blue School Shirt</td>
<td>$18</td>
</tr>
<tr>
<td>Pre-Primary Shirts</td>
<td>$12</td>
</tr>
<tr>
<td>School Hat</td>
<td>$10</td>
</tr>
<tr>
<td>School Pencil Case</td>
<td>$5.50</td>
</tr>
<tr>
<td>School Bag Med sz $40 Lg sz $45</td>
<td>School Bag Med sz $40 Lg sz $45</td>
</tr>
</tbody>
</table>

**Ensure all children's belongings have their names marked on them.**

Lost property is collected and held in the school office until the end of each semester. Items unclaimed are then donated to the second hand uniform shop.
Shoulder length hair must be tied back with white or blue scrunchies. The following jewellery is permitted to be worn at St Mary’s.

- One set of sleepers or studs in each ear
- Wrist watch
- Signet ring
- Religious medal attached to a necklace

2013 TERM DATES

**SEMESTER 1**

Term 1
Teachers: Thursday 31 January - Friday 19 April
Students: Monday 4 February - Friday 19 April, (please be aware that Easter falls during Term1).

Mid-semester break: Monday 22 April - Friday 3 May

Term 2
Teachers: Monday 6 May - Friday 5 July
Students: Tuesday 7 May - Friday 5 July

Semester break: Monday 8 July - Friday 19 July

**SEMESTER 2**

Term 3
Teachers: Monday 22 July - Friday 27 September
Students: Tuesday 23 July - Friday 27 September

Mid-semester break: Monday 30 September - Friday 11 October

Term 4
Teachers: Monday 14 October - Thursday 19 December
Students: Tuesday 15 October – Thursday 12 December

St Mary’s School 2013 Professional Development (Pupil Free Days):
Friday 15 March – Religious Education Staff Development Day
Monday 6 May – Insight SRC/ Blueearth
Friday 31 May – Evangelisation Plan Review
Monday 22 July – Grammar & Punctuation / National Curriculum
Monday 2 September – Catholic Day (change of date)
Monday 14 October – Quality Catholic Schooling

**GENERAL INFORMATION**

**Art Shirt**

All students are to have an art shirt to protect their uniform during art classes or the child will not be allowed to participate in the lesson.
**Bicycles**

Bicycles are not to be ridden in the school grounds. They must be wheeled to the racks provided. Parents are asked to advise their children to walk bicycles over the crosswalk on the main highway.

**Camps**

Camps provide unique and valuable educational opportunities for the children. It is traditional for Year 5/6 students of St Mary’s School to attend an extended camp as a climax to their primary school social education. Parents are advised that this camp is heavily subsidized through their support of fundraising activities organised by the P & F and that their support is vital for keeping costs to families to a minimum.

**Cultural Events & Excursions**

Parents are advised that up to 4 cultural events/visits are organised each year. Excursions off campus are organised as part of the educational experiences planned for your children and related costs for these must be borne by parents. We aim to keep the cost to a minimum which is paid as a $30 inclusion with the school fees. Our P & F will cover the remaining costs.

**Excursion Permission Forms**

You will be notified of these events in the newsletter or a note. If you do not wish your child to attend these events you will need to contact the office. The form signifies your approval and permission for your child/children to attend the functions appropriate to your child/children’s education as determined by the school. If this note is not returned, your child will not be able to attend the excursion.

**Homework**

Children will be set homework four nights per week to encourage the development of good study habits. Children are also encouraged to be responsible for completing homework themselves, and having their diary signed by a parent at least once per week. Parents should sight the homework to ensure it has been completed prior to signing the diary. Contact should be made with the class teacher if any inconsistency is noticed in this area.

**School Lunches**

Lunches may be ordered daily from the BP service station by placing an order (on an envelope, money inside) at school. The price list is available from the office or from our website. A school fridge is available for student lunches and drinks. Please label lunch boxes and drink containers.
SAFETY & HEALTH
Accidents & Sicknesses

Teachers will attend to the minor superficial injuries at school. In the event of the teacher considering it necessary, your child will be transported by car to Northampton Hospital for treatment. In cases of suspected serious injury an ambulance will be called with parents being liable for the costs incurred. *IT IS IMPERATIVE THAT WE HAVE AN ACCURATE RECORD OF YOUR HOME ADDRESS, PHONE NUMBERS, DOCTOR AND EMERGENCY CONTACTS.*

If any of these change during the school year you are requested to notify the office by either:
  a) Phone call  
  b) Personal visit to the office  
  c) In writing per your child

**Communicable And Infectious Diseases**

A number of regulations have been drawn up by the Health Department on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced.

The regulations covering Communicable and Infectious Diseases published by the Public Health Department of WA are as follows:

<table>
<thead>
<tr>
<th>Disease</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN POX</td>
<td>Exclude until fully recovered.</td>
</tr>
<tr>
<td>MUMPS</td>
<td>Exclude until fully recovered.</td>
</tr>
<tr>
<td>RUBELLA</td>
<td>Exclude until fully recovered.</td>
</tr>
<tr>
<td>MEASLES</td>
<td>Should be excluded for at least seven days from the appearance of rash or until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>VIRAL HEPATITIS</td>
<td>Re-admit on receipt of a medical certificate.</td>
</tr>
<tr>
<td>SCARLET FEVER</td>
<td>Exclude until appropriate medical treatment and a medical certificate of recovery is given.</td>
</tr>
<tr>
<td>WHOOPING COUGH</td>
<td>Re-admit on receipt of medical certificate when requested.</td>
</tr>
<tr>
<td>RINGWORM</td>
<td>Supported by a medical certificate when requested.</td>
</tr>
<tr>
<td>SCABIES</td>
<td>Exclude from school until treated and most eggs removed.</td>
</tr>
<tr>
<td>PEDICULOSIS/LICE</td>
<td>Exclude from school until treated and most eggs removed.</td>
</tr>
<tr>
<td>CONJUNCTIVITIS</td>
<td>Exclude until discharge from eyes has ceased or has been treated for 24 hours.</td>
</tr>
<tr>
<td>IMPETIGO</td>
<td>Exclude until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings.</td>
</tr>
</tbody>
</table>

**Evacuation Plan**

If you are in the school classroom or school grounds during an emergency please follow the teacher as they activate their Emergency Plan which is visible on the inside door of all buildings. The Assembly area for all staff and students is the basketball court.
**Medication**

In keeping with Catholic Education Commission W.A. and Education Department Policy we do NOT give ANY medication to students without the written permission of Parents/Guardian.

**“No Hat = No Play Policy”**

To safeguard the children from the harmful effects of solar radiation we have a "No Hat = No Play" policy throughout the year. Children are restricted from playing in the sun if they are not wearing a suitable hat.

**School Dental Service**

Our school is serviced during school hours by the Dental Health clinic (situated at Bluff Point Primary School. Ph. 9923 1289). A dental van does visit this area. Parents will be notified when it is available.

**School Nurse**

A school nurse, Mary-Kate Capp, visits St Mary’s School.

**Sickness**

If children are not well they should not be sent to school. In the case of a serious accident or illness at school, you will be contacted to collect the child.

**No Smoking**

Smoking is not permitted within any Catholic school building, grounds (including land up to the boundaries on which building are located), either during or outside of school hours.

**SPECIAL AND EXTRA CURRICULA ACTIVITIES**

**CELEBRATION OF SCHOOL & CLASS LITURGIES**

To begin the school year and throughout each term, the school community celebrates with whole school liturgies. We welcome parents and friends to celebrate these occasions with us. These events will be advertised in the school newsletter. Assemblies are held each week on Monday from 8.50am – 9am and Fridays from 2.55pm -3.10pm. Parents are encouraged to attend the Friday assemblies as they are an important community building activity.

**Masses**

Masses will be held throughout each Term. Please watch the newsletter for details.
Holy Days, Special Feast Days and Special Sunday Masses appear on the calendar. The newsletter also informs you of such occasions. Sacramental celebrations and programmes are also highlighted. Parents are most welcome and encouraged to attend on all of these occasions.

**Specialist Areas**

In 2013 the following specialist areas will be offered at St Mary’s:

- Physical Education – 50 minutes per week
- Information Technology – 50 minutes per week
- Science – 50 minutes per week
- Art – 50 minutes per week
- Music – 50 minutes per week

**Sport**

A number of teams represent St Mary’s in various inter-school programmes. These are coordinated by our Sports Coordinator, Daniela Miotti. These include events during our summer and winter sport programmes. There are annual swimming and athletics carnivals.

The focus of the sports programme is on participating and skill development rather than competition.

All students must wear the school sports uniform on the day indicated in the school newsletter unless a note accompanies your child giving reasons for this not being the case.

Children must wear the correct school uniform when representing the school. During school faction carnivals a coloured shirt will be supplied for each child to wear on the day.

For weekly sports days the children are to wear their sports uniform.

**SCHOOL SERVICES**

**Bookclub**

The Ashton Scholastic Book Club order forms will be sent home and children may buy any of these books by returning the order form and money. Books will be distributed following delivery to the school. Cheques should be payable to:

“ASHTON SCHOLASTIC BOOKCLUB”

A small percentage of sales is returned to the school in the form of book purchases which enlarges our library collection.

**Resource Centre (Library)**

Children are encouraged to borrow books on a regular basis, and parental assistance is requested to ensure that returns are made in good condition. All children are to have a library bag (available from the school office) at the beginning of the school year.