St Mary's Primary School Welcome

Welcome to St Mary’s Primary School. We are a co-educational primary school offering a faith-based education within the Catholic tradition. We welcome you to our school community as we embark upon our joint relationship to ensure that your child’s educational journey is a positive and enjoyable experience.

Our education vision is that we use contemporary practices to empower students to develop a love of learning. We foster success and exemplary values. Through collaboration in an inclusive, nurturing environment, we shape citizens of the future.

We offer a professional and dedicated staff who endeavour to deliver a curriculum, which is both authentic and innovative. Staff of the school include teachers of classes with two classes for each year level and specialist teachers for Music, Drama, Dance, Visual Arts, Media Arts, Physical Education, Italian, ICT and Health. There are also many extracurricular opportunities for our students, including participation in sports, choirs, Mini-Vinnies and chess club.

We pride ourselves on the partnership that we have with our families and our parish. It is a relationship built on mutual respect and support.

This handbook is designed to educate about what ‘the St Mary’s Way’ will be for your family. Further information can be found on our website www.smwarwick.twb.catholic.edu.au and our official Facebook page - St Mary’s School, Warwick.

We look forward to journeying with you as your child grows spiritually, academically, physically, socially and emotionally.
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Vision Statement

Empowering learners for success.

Mission Statement

We will use the values and stories of our Catholic tradition to empower our students to be contributors to community. Furthermore, through innovative opportunities we will foster academic, creative and personal growth, towards becoming resilient, collaborative and capable learners.

At St Mary’s we aim for our students to:

• Participate in rigorous and authentic learning experiences that are connected to the real world
• Experience struggle and persistence in challenging times
• Build independence and motivation within their learning
• Develop resilience and have a positive growth mindset
• Be innovative and creative in their thinking
• Think about their thinking – ask the question ‘why do I think this?’ and then explain to others
• Have an understanding of Catholic traditions, experience them and then relate these to their own world
• Be socially just to those around them: locally, nationally and globally
• Be respectful, caring members of society
History of St Mary’s School

In October, 1867, the local newspaper announced that arrangements were almost completed for the establishment of a day school for the children under the auspices of the Roman Catholic Church. The Parish Priest at the time was Father J O’Reilly.

Mention is made in the Examiner and Times, 27th November of its opening in the Roman Catholic Chapel. The Sanctuary of the church was partitioned off during the week and the main body of the building was used as a school. It was further subdivided by calico partitions into several classrooms. Other sources say that the school was started at the Oddfellows Hall in Albion Street.

The Misses O’Mara were assisted in the teaching by Mrs Coleman and Miss Gormally. For several years the school was conducted by lay teachers until the arrival of the Sisters of Mercy on 29th October, 1874. The previous year Father S McDonagh had applied to Mother Bridget at All Hallows Convent for some Sisters for Warwick. Once he had obtained a house for rent at £1 per week, he telegraphed Reverend Mother and asked if the Sisters could come at once.

The first Sisters to arrive were Sister Mary Magdalene (Superior), Sister Mary Regis Quirke and Sister Mary Colman D’Alton. Their Convent, “Lourdes”, for almost the next twenty years was on the North-west corner of Albion and Percy Street, until the erection of the Convent of our Lady of Assumption in Locke Street.

Some sources say that the Sisters conducted their school in the Oddfellows Hall in Albion Street, while others say that the school was conducted in the “old” St Mary’s church.

In 1877, when Father Horan was Parish Priest, the first permanent school, the original St Mary’s school was built.

In 1881 they were educating 144 children in the Infant School and 130 children in the Senior School.

In 1910 the School had an enrolment of 292 with a staff of 10 consisting of both Sisters of Mercy and lay teachers.

On the opening of the Christian Brothers in 1912, the older boys were enrolled there, with the Sisters retaining responsibility for the girls as well as the infant boys. In this same year a room was assigned to secondary classes with Sister M St Vincent Donovan being responsible for this venture. These classes remained here until 1914 when they were relocated to the extensions at the Convent in Locke Street.

The Primary School continued to educate girls and infant boys until the end of 1979.

In 1980 the Primary classes of St Mary’s and the Christian Brothers College were combined as a co-educational school on a two campus arrangement, with administration and Lower classes sited at the previous St Mary’s School, and the Upper Primary classes located at the previous Christian Brothers School.

From 1980 the school was administered by a lay Principal with some Sisters remaining on staff.

At the end of 1987 the last Sister of Mercy attached to St Mary’s left Warwick.

In 1993 Preschool classes were introduced at the Lower Campus.

In 2001 a system of Stage based Education was introduced. In 2007 Stage based Education was discontinued and Year based Education was re-introduced and the Preschool became a Prep school.

In 2013, a Kindergarten commenced at the Upper Campus site.

In 2022, both campuses united at 175 Palmerin Street – One School, One Vision, One Community.
Religious Education

Religious Education Curriculum
All students have regular Religious Education lessons (approximately 2½ hours per week). The Religion Curriculum involves four strands: Sacred Texts, Beliefs, Church and Christian Life. These strands are interrelated and are taught in an integrated way program and the content is drawn from the Religious Education Curriculum as adopted in all Toowoomba Diocesan schools.

Liturgical Celebrations
Class Prayer liturgies, Class Masses and Whole School Masses are held at regular times throughout the year. Parents and friends are invited to attend these liturgical occasions to share faith with the students.

Whole School Masses are celebrated at the start and end of each year and also for our School Feast Day, the Feast of the Assumption. Whole School Liturgies are also held to celebrate Catholic Education Week, ANZAC Day, Mother’s Day, Father’s Day, Remembrance Day and NAIDOC week.

Dates, times and venues are advertised in the school newsletter. These liturgical celebrations are an opportunity for students to deepen their understanding of God and to appreciate the significance of Christ in their lives. These opportunities build on the faith life fostered in families.

We believe that families are where children learn to live their faith; at school is where children learn to know their faith; and the parish is where the children learn to celebrate their faith.

Prayer
Prayer is a very significant part in the daily life of St Mary’s. A sacred space/prayer table is set up in each classroom. Students pray at the beginning and end of each day as well as before meal breaks. School Assemblies have a prayer focus, based on the unit of Religious Education being taught and on the Church’s liturgical calendar. There are also opportunities for students to create spontaneous prayers for special occasions and needs.

Parish Links & Pastoral Care

Sacramental Preparation
The school recognises parents as the first educators in faith. Students seeking the sacraments of Reconciliation, Confirmation and Eucharist for the first time are enrolled by their family in the Parish Sacramental Program. The school supports this program by focussing on religious knowledge of the Sacraments at a time when the Parish program is in progress. Initial preparation for the sacraments is conducted in small groups led by parents and members of the Parish. These groups are conducted outside of school hours.

Family/Student Counselling
Students who may be experiencing difficulties at home or at school, have access to a qualified Guidance Counsellor, who visits our school regularly. The counsellor is employed by the Toowoomba Catholic Education Office. Parental permission is sought when counselling is recommended.
School-Family Partnership

Parental Involvement
We encourage parents to take a keen interest in the school on a regular basis. At St Mary’s School we believe that quality education is at its premium when there is mutual support between the school and home. Parental support is particularly appreciated in these areas:

- Classroom literacy and numeracy rotations
- Listening to students read
- Helping with art and craft
- Assisting in the Tuckshop
- Taking an active role in the Parent Network
- Assisting with Sports Coaching
- Excursion attendance

Community Involvement
The school is part of the Parish and wider community. There are many areas where parents can assist the school in community involvement:

- Parish Events
- ANZAC Day
- Choir Events
- Visiting aged care facilities
- Jumpers & Jazz Festival
- Inter-School Sporting activities
- Catholic Sporting activities

School Curriculum
St Mary’s School in partnership with the Diocese of Toowoomba Catholic Education, engages fully in the implementation of the Australian Curriculum.

The staff prepare a School Learning Framework appropriate for our students. These programs are drawn from the Curriculum documents and guide teaching and learning at St Mary’s.

It is recognised that students have different rates of learning, different styles of learning, different cultures, different prior learnings and different motivations. Our school is constantly reviewing school programs and units of work to meet the needs of our dynamically changing society.

Learning Support
A full time Learning Support Teacher is available to provide direct and indirect support to students, teachers and parents. The Learning Support teacher offers direct support in the form of appropriate assessment, planning, implementation, evaluation and recording of programs for students either individually, in small groups, on a withdrawal basis or in class settings. Indirect support is offered through consultancy to school personnel, parents and other agencies. The LST also liaises with relevant specialists at periods of transition in students’ education.
Students are referred to the Learning Support Teacher by the classroom teacher, Special Needs Committee or the Principal. Parents who are concerned about their child’s progress should first consult with the classroom teacher. It is important that parents provide copies of educational and/or medical assessments so the school may further meet the needs of their child.

**Prep Year**
The Prep year is the foundational year of learning where at St Mary’s your child will be positively supported to transition into school life. We offer a transition program called ‘Mini Mary’s’ where your child can attend school to learn the routines and become familiar with our school and Prep learning environment.

Our Prep program will assist your child to become independent learners by providing a balanced educational programme. We will focus on developing their ability to problem solve, work collaboratively, develop their creative thinking skills and foster a growth mindset. We prioritise the social and emotional well-being of all our students and will encourage and support your child to grow and develop in this area.

**Music Program**
A specialist music teacher is employed to teach each class on a weekly basis. Students learn about pitch, tone, rhythm and music making. Students in Years 1-6 have the opportunity to take part in the School Choir which performs at school and community events to stimulate a love of music and choral group work.

**Instrumental Music Program**
There is a specialist instrumental music teacher who offers lessons to individuals and small groups. Any instrument can be learnt. These lessons are an additional cost payable to the instrumental music teacher.

**Assessment/Reporting**
Formal opportunities are created for parents to meet with teachers to discuss their child’s academic and/or social needs during Term 1 and Term 2. Parents are strongly encouraged to take this opportunity to meet and discuss their child’s schooling. Written reports are issued at the end of Term 2 and Term 4 each year.

**Teacher Meetings**
If, at any other time, you wish to discuss your child’s progress, please seek an interview with the class teacher at a mutually agreeable time. A meeting can be arranged by:

1. The parent/guardian requesting a meeting with the class teacher through an email, class dojo message or by telephoning the School Office seeking contact with the class teacher.
2. Contacting the School Office for a meeting with the Principal. It is highly recommended that contact with the class teacher has occurred prior to a request to meet with the Principal.

**Camps and Excursions**
Students from all year levels have the opportunity to participate in excursions which may be to local, regional or city trips. These excursions are closely related to the unit of work being studied at school and are chosen having regard for the needs of the students, the educational value, appropriateness of the venue and the cost involved. Students in Year 6 participate in a three day adventure camp.
**Health and Physical Education**
A coordinated health and fitness program operates throughout the school. Students are provided with opportunities to experience different forms of physical activity with games, sports, aquatics, dance and outdoor education. They are encouraged to recognise the value of lifelong participation in physical activity and to develop the necessary physical and social skills relating to physical activity.

A specialist Health and Physical Education Teacher is employed across all year levels. Older children are given the opportunity to participate in inter-school sports such as Netball, Rugby League, Soccer, Hockey, Touch Football, Cricket and Softball.

All students are expected to participate in the sporting program. Where a child is unable to participate because of ill-health, a note should be sent to the class teacher, explaining the reason for non-participation.

Our swimming program involves all students. Swimming tuition takes place in Term 3 or Term 4 with qualified instructors and teacher supervision at the Warwick Indoor Recreation and Aquatic Centre. The school holds an annual Swimming Carnival at the conclusion of the Learn-To-Swim season for students aged 8 – 12 years.

A school carnival is held for Cross Country, Swimming and Athletics. Opportunities exist in a wide variety of sports for students to gain representation at zone, regional, state and national levels. All children are encouraged and supported to enjoy themselves and achieve their personal best.

**Relationships & Sexuality Education**
A program focussing on human sexuality is conducted following the Guidelines for Teaching Sexual Health within The Health and Physical Education Syllabus Guidelines. It uses a variety of books, videos and worksheets to introduce and develop the topics in a sequential way. Parents are notified through the school newsletter when sessions will be held. The materials used for this program are available for parent perusal, prior to program commencement.

**Sports Houses**
On enrolment, the children are placed in one of three Sports Houses – Rooney (Red), Potter (Blue) or Kelly (Gold). Children compete in these houses in Athletics, Cross Country and Swimming carnivals. Children from the same family are placed in the same house.

**Weekly Sport**
Sports afternoons are held once a week, and sports uniforms are worn on that day, as well as on the day the class has their H.P.E. lesson. Each child is expected to participate unless parents indicate through a note to the teacher a valid reason why any child should be excused from activities.

**Technology**
At St Mary’s students learn to use technology with confidence, care and consideration by understanding its possibilities, limitations and how it can impact in school and the wider community. The curriculum requirements for students encourage competency in understanding and using a wide range of digital technologies and how they enhance their learning experiences. Students have access to laptops, iPads and a wide range of robotic equipment, which promotes coding. All children must complete an Acceptable Computer Use agreement before using the computer resources within the school.
Library
St Mary’s Warwick has the services of a Librarian 2 days per week and has a well-stocked library. The service provided by the library aims to enhance the learning outcomes of all students. This goal necessitates a wide and varied range of information and literature services and an encouraging environment which promotes learning.

All learning resources, including electronic versions, are managed through the library and circulation services are maintained by the Library School Officer. Learning materials are chosen to enrich the curriculum, taking into account the varied ages, interests, abilities and maturity levels of the students.

Children have access to the library in class groups for borrowing and research work. The library is open during lunch time for individual browsing and recreational reading. Each student must have a library bag (material with draw string) in which to carry books in order to protect them from damage. Lost or damaged books must be replaced on receipt of an official invoice.

Specialist Personnel
St Mary’s has a number of specialised personnel from the Toowoomba Catholic Education Office to assist in meeting the needs of the students and to support their teachers. These include:

- Guidance Counsellor
- IT Personnel
- Occupational Therapist
- Speech Pathologist
- WHS Officer
- Education Officers

Extra-Curricular Activities
We endeavour to offer our students opportunities and experiences in as many areas as possible. These may include:

- Visits to Aged-Care Facilities
- Poetry/story-writing competitions
- Book Week activities
- English, Maths, Science, Computer Competitions
- Excursions
- Warwick Show
- Eisteddfods
- Chess Club
- Sporting opportunities

Behaviour Management
St Mary’s is committed to providing a caring and safe environment, recognising the individuality and dignity of each student and member of the community. Our school provides opportunities to develop positive behaviours and self-discipline within a supportive and vibrant learning community.
Our behaviour plan is based upon the St Mary’s Way to RISE UP by being respectful, inclusive, safe, exceptional, understanding and prayerful. Our way is foundational in ensuring that all of our students are supported in a safe and caring environment.

Our Behaviour Support Plan can be located on our website - www.smwarwick.catholic.edu.au

**School Routines & Management**

**Office Hours**
The School Office is open 8.00 am to 3.30 pm - Monday to Friday.

**School Routine**
- 8.35  First bell
- 8.37  Classes commence
- 10:55  Lunch break
- 11.30  Classes recommence
- 1.30  Snack
- 2.00  Classes recommence
- 3.00  School finishes

**Morning & Afternoon Procedures**
Before school supervision is provided from 8.25 – 8.35 am. Children should not be at school before this time. Supervision by staff is provided in the afternoon until 3.15pm at both Pratten St and carpark areas.

**Bus Children**
Children catching buses in the afternoon wait with the teacher on duty at Pratten Street.

**Bike riders**
Bicycles, skateboards and scooters are not to be ridden in school grounds. Helmets must be worn when riding to and from school.

**Private Transport**
Children travelling by private transport in the afternoon should wait at designated places in a group with the teacher on duty, either at Kindy – Year 1 carpark, Years 2-6 Pratten Street.

**Absenteeism**
If a child will not be attending school, on any day, parents need to notify the school by phone or Sentral for Parents app between 8.00 - 8.30 a.m. All absentees are recorded daily and if no contact has been made, the school will contact the parents via the SMS messaging service.

**Sickness/Injury at School**
If a child reports sick or is hurt or injured seriously enough to require further attention, the school will ring the parent. If we are unable to notify the parent, an effort will be made to contact the person nominated as emergency contacts.
Medical Procedures
Children who are sick should not be sent to school. If a child becomes ill at school, contact will be made with a parent or guardian. Children with infectious diseases such as measles, chicken pox, whooping cough, conjunctivitis or school sores (impetigo), must be excluded from school and the school should be notified as soon as possible. If you are unsure of exclusion periods for various diseases, please contact your Doctor or the school office for information as supplied by Queensland Health.

Under the administration of the new state Ambulance Levy, children enrolled at school are covered under this levy for school related activities if they need ambulance transport.

The school recommends that all children go through a comprehensive immunisation program.

Medications will not be given unless an official form is completed by the parents. These are available from the Office. Only medication prescribed by a doctor can be administered. This medication will be kept in the Office and administered only by the authorised personnel. The school maintains a record of administered medications. Unprescribed medication cannot be administered by school personnel.

The exception is for those students who need to carry their personal ventolin inhalers or EpiPens with them at all times.

School Assembly
Each fortnight on a Friday a whole school Assembly is held at the MacKillop Centre. At these assemblies children present religious and cultural items. Students are acknowledged in response to exceptional learning and making Jesus real awards. Parents are welcome and encouraged to attend assemblies, which are advertised in the school newsletter and Sentral for Parents app.

Student Leadership
Leadership is a shared responsibility among all members of our school community. The Year Six students provide quality modelled leadership at all times during their final year at St Mary’s School. Each Year 6 student nominates a leadership portfolio to belong to. The portfolios are charity, creativity, school spirit, stewardship and student voice.

School Dental Unit
The Mobile Dental Van offers Oral Health Services to the students of St Mary’s School at regular intervals. Throughout the year, parents are able to access the facility even though it may located at another site.

Head Lice Management
Parents will be advised whenever head lice are found in your child’s class. Parents will be requested that their children will not be sent back to school with head lice until treatment has commenced. We ask parents to check children’s hair regularly if suspected head lice. Please notify the school if their child has head lice and advise when treatment has begun.
Sun Safety
Children are required to wear the St Mary’s School Hat (available at the school office) to and from school and during all outdoor activities. Shaded areas are provided. Children are encouraged to wear sunscreen at all times. We have a no hat, no play policy at St Mary’s.

School Lunches
Parents are encouraged to provide their children with nutritious school lunches, including foods such as sandwiches and fruit. It is recommended that chips, lollies and foods with high levels of preservative not be included in school lunches.

Tuckshop
Tuckshop is available on a Wednesday and Thursday. Ordering is completed online in the app FlexiSchools. A menu is sent home at the beginning of the year and can be found on FlexiSchools.

Using FlexiSchools for Tuckshop

TO REGISTER
2. Click ‘Register’
3. Enter your email address. Click Register.
4. This will send an email to your email address.
5. Click on the email and then click on the link to set up your account.
6. Fill in your details. (Keep a copy of your username and password somewhere secure)
7. Click ‘Add a student’
8. Search ‘St Mary’s Primary School Warwick’
9. Click on our school
10. Add your student details.
11. If you have more than one child repeat steps 7-10

TO ORDER ON THE COMPUTER
2. Login to your account
3. Click on the child you would like to order for.
4. Choose if you would like to order for snack or lunch.
5. Add all items you wish that child to have for that break.
6. Click ‘Select Payment’.
7. Payment Options – ‘Top up Flexi School Account’ or ‘I’ll just pay for this order, this time’ (if you don’t have any money in your account).
8. Complete payment details
9. Check order details and then Click ‘Place …day’s order’

TO ORDER ON A SMARTPHONE
2. Log into your account
3. Click on the child you would like to order for.
4. Choose if you would like to order for snack or lunch.
5. Click on the first category you want to order from (Hot food, drinks, etc)
6. Choose the item and then click ‘Confirm Item’.
7. To continue this break’s order click ‘Category list’ and choose other items (eg drinks) and ‘Confirm item’.
8. Then click ‘Confirm order’ and check your order.
9. Then click ‘Place order’.
Visitors to the School
All visitors are required to report to the office and sign in before approaching staff or students.

Travel Assistance
Local bus companies transport children to and from school each day. Various allowances are available from the State Government for transportation of children. Please check with Queensland Transport for entitlements.

Where parents pay for bus transport, they may be eligible for a rebate from the Queensland Catholic Education Commission. Direct line applications for the Bus Fare Assistance Program and the Students with Disabilities Scheme can be accessed via the following website: www.schooltransport.com.au. Further enquiries 3336 9192 or schooltransport@qcec.catholic.edu.au

Lost Property
Property lost, misplaced or forgotten by children, is kept in large yellow wheelie bins. Parents are required to assist their child to manage his/her property by clearly labelling each item of clothing/property. At the end of each term, unclaimed belongings will be placed in our clothing pool (uniform items) or given to St. Vincent de Paul (non-uniform items).

Parent Communication
Good communication is necessary in developing positive partnership in education. Effective ways to communicate between home and school are diary entries, emails, phone calls, written notes or Class Dojo. Please download our Sentral for Parents app so that you can be up-to-date with all school communication.

Changes in Circumstances
Please notify the school office of any change in family circumstances e.g. change of address/phone number, health issues, custody issues or emergency contacts. It is important that we have accurate information.

Newsletters
Newsletters are published fortnightly and the link emailed to each family. Newsletters are always available on our website (smwarwick.twb.catholic.edu.au) and via the Sentral for Parents app.
Enrolment in Catholic Schools Policy

Rationale
Catholic schools, guided by the Gospel of Jesus Christ, have an important role in furthering the evangelising mission of the Church. Schools have a duty of proclaiming the Gospel as understood in the Catholic Tradition.

The Church’s preferential option for the poor must be seen in the life and work of Catholic schools. The poor have a special and prior claim on the Church’s care and attention. Catholic schools seek to include and welcome those who are marginalised in any way as far as possible.

The policy provides direction and guidance for schools in the formulation of inclusive enrolment procedures which are just and appropriate to local circumstances. Each school develops procedures ensuring that Catholic education is open and accessible to all who seek to share and support the Catholic ethos and Gospel values.

Values
This policy expresses Toowoomba Catholic Schools’ commitment to provide an exemplary Catholic education which is open and accessible to all students whose parents/carers seek, share and support its values. Where access to Catholic schooling is not available to all who seek it because of the number of students enrolled or potentially enrolled at a school, a family’s relationship with the Catholic Church and the Church’s preferential option for the poor and marginalised, shall be major considerations in deciding which families are offered places for their children in the schools of the Diocese.

Policy statement
Catholic schools welcome all children whose parents and carers seek to participate in a Christ-centered educational community within the Catholic Tradition.

Consequences
1. The Catholic ethos of each school will be maintained and promoted.
2. Each Catholic school through its school board processes shall be responsible for the development of its own enrolment procedures consistent with this policy. The procedures should articulate a transparent enrolment process for all enrolment applications the school receives.
3. Parents and carers applying for enrolment are to be made aware of the Catholic nature of the school and what this implies for the kind of education their children will participate in and which families will be expected to support.
4. When an application for enrolment is received on behalf of a child with special educational needs, the Toowoomba Catholic Schools Enrolment and Support Procedures – Students with Special Educational Needs will be implemented.
5. Parents and carers are to be made aware that the payment of fees and charges is expected of all those who can afford to pay but that a genuine inability to make these payments is not an obstacle to enrolment.
6. The Catholic Schools Office will have in place procedures to monitor demographic and statistical information so that the Diocese is well placed to respond with foresight and prudence to trends in the provision of Catholic schooling in the Diocese.

Most Reverend Robert McGuckin | Bishop of Toowoomba
Effective date: 17 August 2017
Review date: August 2020
St Mary’s Enrolment Process

Enrolment Process
- Completion of “St Mary’s Application for Enrolment”
- Payment of current Enrolment Application Fee $50 (including Prep to Year 6)
- Submission of Proof of Age (Birth Certificate)
- Submission of additional information (Baptism and Immunisation Certificates)
- Interview with the Principal or Assistant Principal
- Special Needs Conference (if applicable)
- Notification of successful / unsuccessful application

Enrolment Criteria for Vacancies
- Siblings of family members already at St Mary’s
- Catholic children living within the parish
- Catholic children transferring from another Catholic school.
- Catholic children attending non-Catholic schools
- Children from other faith communities, whose parents express a genuine desire to be a part of the school community are enrolled on the basis of spaces available
- Date of Enrolment Application

Please note: The Principal retains the right to give discretionary consideration to enrolment applications where special family circumstances exist.

If there is some doubt about a child’s readiness to enter any year level, further discussion with a specialised group will take place before a final decision regarding enrolment is made.

Fees And Charges

School fees are an essential part of the funding for the operating expenses of the school. Each family agrees to the financial commitments at St Mary’s upon signing and acceptance of the ‘Application for Enrolment form’. Families are encouraged to pay school fees through regular Direct Debit facilities. Families experiencing financial hardship should contact the Principal confidentially to discuss any issues relating to your child’s school fees.

Payment methods include:-
- Direct Debit (preferred method of payment - please contact the school to make arrangements)
- Payment on account
- Payment in instalments (eg weekly)
- Payment in advance
- EFTPOS (The School Office has facilities)
- Internet Banking BSB 064 786 a/c 518206001. Archdiocesan Development Fund Commonwealth Bank Account (If using this method please show your surname and school fee account number)
- Other arrangements as made confidentially with the Principal

The P&F charge covers membership to the Federation of Parents and Friends Association (Qld). It is also used to purchase resources and make improvements that assist the children’s education.

The Capital Fund charge is used to purchase major capital items, repay loans used to make capital improvements and to fund major maintenance and refurbishment.

The Activity charge covers swimming lessons, some cultural activities and all local buses. It does not cover camps or excursions.

The IT charge subsidises the purchase and replacement of student IT equipment in the school.
Uniform Policy

RATIONALE
St Mary’s seeks to instil and foster pride in children for their appearance and in their school. As part of the enrolment process, it is parental responsibility to ensure the correct items are purchased and worn appropriately. Students need a sense of security, regular routine and obedience to school rules and policies for successful learning to occur and acceptance of all. General standards of tidiness, cleanliness and hygiene are important at home, at school and in the workplace. By wearing the correct uniform, students are developing self-respect and respect for the dignity of all members of our Christian community to which they belong.

VALUES
St Mary’s Uniform will identify students as belonging to St Mary’s school community. This gives expression to the following values, inherent in the creation of a school community of faith and life: respect, acceptance, inclusivity, responsibility and self-discipline.

STATEMENT
St Mary’s school uniform is compulsory. Children must wear the correct uniform neatly and appropriately at all times where practical. For public occasions, formal dress school uniform will be worn.

CONSEQUENCES
- St Mary’s school uniform will be worn with respect, preserving the dignity of all children and reflecting the Christian spirit of the school.
- It will be readily available from local stockists.
- Students will be monitored by staff to be neat, tidy and take pride in personal appearance.
- Parents will support the school community decisions in maintaining the uniform standard.
- The school will recognise individual situations where physical disability or financial difficulty exists and will accommodate these in accordance with the Gospel spirit.
- Departure from wearing the prescribed uniform will only be accepted after written consultation with the teacher. Parents are required to write a note. For prolonged periods of time, approval from the Principal is required for variations to the uniform.
- Detentions will occur for blatant or ongoing disregard for uniform requirements or wearing it incorrectly.
- A Uniform Shop will operate for families to purchase second-hand school uniform items at a reasonable cost.
- Lost property is placed in special collection points at both campus sites for a short period of time. Any items unclaimed at the end of each term will be sent to the Uniform shop to be resold as second-hand clothing, or discarded, depending on the article.
- All articles of clothing, hats and belongings must be permanently marked with child’s name (not initials).
- St Mary’s School hat with school crest must be worn while outside. No other colour or style is accepted.
- Our school has a “No Hat – No Play” rule as part of our Sun-Safe procedures.
- Boys are to have their dress shirts tucked in at all times.
- All shoelaces must be black for dress uniform and white for sports uniform. They are to be tied appropriately.
- St Mary’s School sport socks must be worn with Sports Uniform only. No other socks are permitted.
- Shoes must be lace-up or Velcro completely black polishable leather shoes only – no suede, or canvas or boots at any time.
- Hair must be neat, tidy and appropriate. Hair colorants are not acceptable. Extremes in style and cut are not permitted.
- Children with shoulder length or long hair must have it tied back at all times. All hair accessories must be the school colours (Green, yellow, white or navy).
- It is recommended that boy’s hair should be above the collar. Fringes must be above the eyebrows and above the ears.
• The only jewellery to be worn may include a watch or a single pair of simple studs or plain sleepers, pierced through the lower lobe of both ears.
• Nails are to be kept short due to HSE and participation in sport. Nail polish is not acceptable.
• St Mary’s School back packs are compulsory. These provide appropriate back support and safety. These are purchased through the school office.
• Where parents are unsure of any aspect of St Mary’s uniform requirements, consultation with teachers and/or administration staff is recommended.

**Uniforms**

Girls’ Uniform (Years 1-6)
- Skirt or skort: Green, white and navy striped
- Shirt: Yellow short sleeve button up blouse
- Socks: Short plain white socks – above ankle (no anklets)
- Shoes: Plain black leather fully enclosed lace-up (not boots)
- Hat: St Mary’s Navy Hat with school emblem, House Colours on reverse side (From office)
- Pullover: Bottle green V neck
- Jacket: St Mary’s Jacket

Boys’ Uniform (Years 1-6)
- Shorts: “Scags” navy blue shorts (Style 108) only
- Shirt: St Mary’s green with gold pocket trim
- Socks: Long navy socks with green/gold stripe
- Shoes: Plain black leather fully enclosed lace-up [not boots]
- Hat: St Mary’s Navy Hat with school emblem, House Colours on reverse side (From office)
- Pullover: Bottle green V neck
- Jacket: St Mary’s Jacket

Unisex Sports Uniform (Years 1-6 Sports Days and Prep every day)
- Shorts: Navy blue, with school name embroidered on left leg. Brand:- Biz Collection - ‘biz cool’
- Shirt: St Mary’s bottle green, navy and gold sports shirt
- Socks: St Mary’s socks must be worn, no other style is permitted
- Shoes: Supportive, fully enclosed, lace-up joggers. No Disney, etc
- Tracksuit: Top: St Mary’s Bottle green jacket with gold stripes and zip front, School emblem embroidered on front
  Pant: Plain bottle green, the same material as the tracksuit top
Student Protection Policy

Rationale
This policy applies to all staff and volunteers working within Toowoomba Catholic Schools and upholds the duties set out in relevant state legislation and principles of the UN Charter of the Rights of the Child. The welfare and best interests of students are paramount and all students attending Catholic schools in the Diocese of Toowoomba have a right to protection from harm.

This policy expresses the commitment to providing a safe and supportive learning environment, the prevention of harm to students and appropriate responses when a staff member or volunteer reasonably suspects harm or risk of harm to students. All staff members and volunteers in schools are required to support students who have been harmed, or are at risk of harm and, where appropriate and permitted by law, work in partnership with other statutory agencies.

Schools have additional responsibilities for the care and wellbeing of children and young people and in providing child-safe environments. These are:
- a duty of care to students
- a responsibility as mandatory reporters
- the provision of curriculum relevant to child protection for all students and
- a code of conduct that clearly sets out the standards of behaviour that are expected of all staff and volunteers.

Legislative references
- Education (Accreditation of Non-State Schools) Act 2017 (Qld)
- Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)
- Education (General Provisions) Act 2006 (Qld)
- Education (General Provisions) Regulation 2017 (Qld)
- Education (Queensland College of Teachers) Act 2005 (Qld)
- Working with Children (Risk Management and Screening) Act 2000
- Anti-Discrimination Act 1991 (Qld)
- Evidence Act 1977 (Qld)
- Child Protection Act 1999 (Qld)
- Criminal Code Act 1899 (Qld)

Definitions
The following definitions are used in this policy.
- A child is a person under 18 years of age.
- Harm, to a child, as defined in section 9 of the Child Protection Act 1999 is any detrimental effect of a significant nature on the child’s physical, psychological or emotional wellbeing. It is immaterial how the harm is caused.

Harm can be caused by
- physical, psychological or emotional abuse or
- neglect or
- sexual abuse or exploitation.

Harm can be caused by
- a single act, omission or
- circumstance or
- a series or combination of acts, omissions or circumstances.
• A student is any person enrolled as such within Toowoomba Catholic schools. This includes a ‘relevant person’ for the purposes of mandatory reporting under sections 366 and 366A of the Education (General Provisions) Act 2006. A ‘relevant person’ is
  • a student under 18 years attending the school;
  • a kindergarten age child registered in a kindergarten learning program at the school; or
  • a person with a disability who -
    o under section 420(2), is being provided with special education at the school; and
    o is not enrolled in the preparatory year at the school.
• A staff member is any person who is employed by Toowoomba Catholic Schools on a casual, fixed term, or continuing basis, pursuant to a contract of employment or appointed to a role at the school pursuant to an agreement with a religious order.
• A volunteer is a person who is engaged by the school not for financial reward but who may receive reimbursement for out of pocket expenses.

Values
The Toowoomba Catholic Schools values of human dignity, unlimited potential and a flourishing life for all are at the core of the work of schools. Children and young people have a fundamental right to protection from all forms of abuse and neglect. These values place an obligation on all staff and volunteers to act decisively and responsibly to ensure the safety and wellbeing of all children and young people is safeguarded at all times.

Policy statement
Toowoomba Catholic Schools supports the rights of children and young people to learn and flourish within a safe, nurturing environment and is committed to developing a strong culture of safety and support.

Consequences
• The Toowoomba Catholic Schools student protection policy, processes and guidelines will be implemented, reviewed and updated in accordance with legislative requirements.
• The safety and wellbeing of all students will be promoted in different ways throughout the year including the provision of a relevant curriculum program.
• All staff members will complete annual training in the Toowoomba Catholic Schools student protection policy, processes and guidelines in relation to reporting suspicions of sexual abuse, likely sexual abuse, harm, or inappropriate behaviour of staff members and volunteers, to students.
• All volunteer induction processes will include information in relation to responding appropriately to student protection concerns.
• Schools will work in partnership with families to ensure consistency of message and expectations.
• Children and young people will be appropriately included in the design and development of child safety processes and the delivery of professional development to staff.
• Student protection processes will be transparent and accountable and the privacy and confidentiality of information respected.

Most Reverend Robert McGuckin | Bishop of Toowoomba

TCSC Student protection policy Effective date: 24 March 2020
Review date: 24 March 2023
**St Mary’s School, Warwick**

**Complaints Management Procedure**

**Purpose**
Schooling of children in the St Mary’s School Warwick community is a partnership between the school, parents/carers and guardians, students and the community. As with all partnerships, from time to time there will be misunderstandings and differences leading to various levels of concern. This procedure describes how parents/carers and guardians, students, and community members can make a complaint and how this complaint will be managed, guided by the principles of fairness, dignity, respect, confidentiality and equity.

**To whom it applies**
All parents/carers and guardians, community members and students of St Mary’s School Warwick are to follow this procedure. All employees of St Mary’s School Warwick are to manage complaints in accordance with this procedure.

**Please note:** This procedure is not to be used to deal with situations where allegations of abuse or sexual misconduct are made against employees. In these instances, the Student Protection processes and guidelines are to be applied.

This procedure is not to be used by employees to make a complaint. In these instances, one of the following procedures may be applied:

a. Employee grievance resolution procedure
b. Workplace bullying and harassment procedure
c. Anti-discrimination, equal employment and addressing sexual harassment procedure.

**Related legislation**
Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)

**Procedure**

**Guiding principles**
1. All people involved have a right to be heard, agree to act courteously, politely, honestly and expect that relationships will continue respectfully both during and after the management of the complaint.
2. All parties are to respect others’ dignity, views, beliefs and circumstances.
3. Confidentiality is a key element of complaints management.

**Students**

**Making a complaint**
1. If the student feels comfortable to do so, they can raise their complaint with the person directly.
2. If this is not the case, the student can raise their complaint with a member of staff they feel they can talk to about the issue by
   a. talking to them directly or
   b. sending an email or
   c. making an appointment to speak with them.

**Resolving a complaint**
3. When a member of staff receives a complaint from a student they will make sure that
   a. it is dealt with as quickly as possible
   b. only people who need to know are involved
   c. it is treated seriously
   d. the student’s voice is heard
the student is told what is happening
f. the student knows when all of the steps in managing the complaint have been completed.

Please note: If the complaint is about the inappropriate behaviour of a staff member or volunteer towards a student, then the TCS Student Protection processes and guidelines are to be followed.

Parents/carers, guardians and community members
Making a complaint
1. In the first instance, communication/notification of a complaint is to be with the relevant member of staff by one of the following
   a. phone
   b. email or
   c. in written form.
Please note: Communication with teaching staff must be in accordance with the school’s communication procedures eg teaching staff are not able to answer private phone calls during class time.

Please note: If the complaint is about the inappropriate behaviour of a staff member or volunteer towards a student, then the TCS Student Protection processes and guidelines are to be followed.

Resolving a complaint
2. Upon receipt of the communication/notification of a complaint, the staff member is to acknowledge receipt of the notification and notify their principal/manager/supervisor that a complaint has been made.
3. The staff member and their principal/manager/supervisor are to work together to determine the best way to address the complaint.
4. All relevant information gathering and investigation or inquiry is to be completed prior to an outcome being determined.
5. All complaints will be addressed in a timely manner.
6. If the mechanism for resolution of a complaint is agreed to be by a meeting:
   a. such meetings will be held within school grounds at a time mutually convenient to the parties
   b. the facts and context of the complaint are to be clearly stated at the beginning of the meeting
   c. each party to a complaint is to use their best endeavours to reach a mutually agreeable outcome
   d. the outcome is to be recorded and kept in the school’s files, and provided to the people at this meeting on request
   e. should a complaint not be resolved at a first meeting, the parties are able to enter into further agreed communication (ie further meeting) in an attempt to resolve the complaint
   f. the principal or other relevant personnel may be invited to attend the follow up meeting
7. All complaints are to be resolved with a mutually agreeable outcome, recorded and kept in the school’s files.
8. In the event that a complaint remains unresolved the matter can be addressed under the Toowoomba Catholic Schools Complaints management procedure.

Reviewed: 15.05.2020
Allergy Awareness
A Nut-Aware School

Rationale: There are children attending St Mary’s School who suffer from an anaphylactic reaction to peanuts/tree nuts, as well as a range of other allergies. These reactions can be serious and even life threatening. The symptoms of anaphylactic shock may include hives, itching, swelling, watery eyes, runny nose, vomiting, diarrhoea, stomach cramps, coughing, wheezing, throat tightness/closing, difficulty swallowing, difficulty breathing, dizziness, fainting, loss of consciousness or a change of skin colour. The most dangerous symptoms are breathing difficulties or a drop in blood pressure, which can be potentially fatal.

Some students require an EPIPEN (automatic injector device to administer adrenalin). Epipens are kept at both campuses. As caregivers, the school community needs to take all precautions necessary to minimize risk of a life threatening anaphylaxis. As a community, we can work together to minimize risks associated with being exposed to these foods which are triggers to such attacks.

What Does This Mean?

For our school
• Our school tuckshop will not have for sale food items that contain nuts. This does not apply to foods labelled “may contain traces of nuts”.
• No food is allowed to be shared between children at lunch time.
• We ask parents to ensure that birthday cakes are peanut and nut free.
• Annual inservice for teachers on using epipens; annual inservice on children who are allergic to peanuts and nuts.
• Pictures of children with plan displayed in the staffroom, classrooms and other appropriate areas (i.e. tuckshop)
• “Nut Aware” Statement to be included in the parent handbook, on the school website, included as part of information on parent information nights and included in school newsletter once a term.

For teachers
• Avoiding the use of high risk allergens such as peanuts and tree nuts in curricular activities.
• Reviewing curriculum materials to ensure that they do not advocate the use of high risk allergens such as peanuts and tree nuts.
• Being aware that craft items can be risk items (for example, egg cartons, milk containers, peanut butter jars).
• Avoiding the use of party balloons where latex is a known allergen.

For parents
• We ask parents not to send food items with peanuts or nuts, such as peanut butter on sandwiches, or Nutella (to minimize the risk from person to person contact).
• Emphasize the importance of hygiene when eating food at home and at school – washing hands.
• While we can never entirely enforce or regulate what comes from home in each child’s lunch box nor where foods contain traces of nut oil, we hope people will assist in working toward minimizing the risks and looking at alternatives from nut products.
Rationale
Homework is the part of school life that affects home life most directly. In a Catholic school, it is desirable for homework to have an enriching effect. It is often the daily link between school and home. Some of these benefits are:

- the opportunity for students to consolidate what they have learnt at school,
- encouragement of self-discipline,
- the development of good long-term work and study habits as a preparation for further study,
- increased and regular parental awareness of the child’s progress, strengths and weaknesses.

Values
St Mary’s School endeavours to establish an environment where homework is reflective of the school values and beliefs, including:

- Respect for the individuality of students, teachers and parents.
- Opportunity for cooperative learning between home and school.
- Sensitivity to the different needs of students and families.

Policy Statement
Homework will be set regularly by the class teacher and will consist of reading and written tasks and/or assignments.

Consequences
Reading is an important activity that should continue throughout the primary years. In the early years the homework reading material will be set school readers. By Year Two students will be encouraged to widen their reading to novels, newspapers, magazines, library books or reference materials. Students who are early readers can widen their reading as needed. The supervision of homework by parents should not lead to stressful situations.

Implementation: Regulations and Procedures
1. All classes will have reading homework each week.
2. Each teacher will communicate to parents the homework requirements for their class at the beginning of the school year.
3. Set homework will include reading activities, written tasks and/or study assignments (ie projects and assignments). Homework will cover work already introduced in class.
4. The maximum time to be spent on set homework for each year level per week will be:
   Prep  50 minutes per week – reading and sight word practice
   Years 1 & 2  1 hour per week – reading and research linked to Oral Language presentations
   Years 3 & 4  2 hours per week – reading and research linked to projects
   Years 5 &6  2½ hours per week – reading and research linked to term assignments
   # Note – some year levels will be required to practice number facts
5. While it is appreciated that some students may complete set homework in less than the maximum time, no child who has worked diligently will be expected to work beyond that time.
6. All homework will be checked regularly and thoroughly assessed at the teacher’s discretion. From this assessment, teachers will give to students and parents appropriate feedback where required.
7. Parents should assist by providing a reasonable environment eg. a time and place for homework to be done free of interruption.

8. Parents should consult with their children to organise a realistic timetable for homework so that the child has a predictable routine.

9. Parents will inform teachers with a note when unforeseen circumstances prevent the students from completing their set homework.

10. Students will maintain homework routines established in consultation with parents.

11. Students will enter fully into the partnership by accepting responsibility for the completion and presentation of homework, given that they have worked diligently for the set time.

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