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St. Mary's Primary School



Dear Parents,

Welcome to St Mary's Primary School Warwick. St. Mary's is a school offering an education in the Catholic tradition. We trust that your family's association with the school will be a positive and enjoyable experience.

Although we are a Parish School, and our rich tradition in quality Catholic schooling is an important part of our Parish connection, we are a system school guided in principles, policies and practice by the Diocese of Toowoomba Catholic Education Office.

We complement the elements of literacy and numeracy by addressing all learning areas to provide a quality all-round education for the children in our care.

The school is committed to meeting the challenges of education by providing students with opportunities to develop skills necessary in their life-long journey of learning.

The school offers a professional and dedicated staff who endeavour to deliver a curriculum which is both exciting and innovative. Staff of the school include:

TEACHING STAFF

Principal
APRE: Assistant to the Principal/Religious Education
Curriculum Middle Teacher/Teaching Learning
Classroom Teachers
Learning Support Teacher
Teacher/Librarian

SCHOOL OFFICERS

Secretaries
Teacher Aides
Library Aides
Prep Aides
Health & Safety Coordinator (HSE)

SPECIALIST TEACHERS

Music
Health & Physical Education
Technology

SUPPORT STAFF

Groundsman
Tuckshop Coordinator
Cleaners

We look forward to journeying with you as your child continues to grow in spiritual, academic, physical, social and emotional well-being.



Vision Statement

**St Mary's Primary School is an Education community
living out Christian values each day.**

The Vision of St Mary's Primary School is to offer quality education within an environment founded on Gospel values and Catholic tradition. The desire is that each person will grow holistically with a knowledge and love of God whilst reflecting the example of Jesus in their daily lives.

Mission Statement

**St Mary's School is the only Catholic Primary School in Warwick.
We are dedicated to educating children in the tradition
of the Sisters of Mercy and the Christian Brothers.**

St Mary's School exists as part of a local faith community to support parents/guardians in the education of their children. Whilst recognising the uniqueness of each person, we are committed to providing a quality service that nurtures his or her spiritual, emotional, academic, social and physical development.

Using Jesus as our model, we aim to create an inclusive environment characterised by mutual care and respect, acceptance, peace, joy and enduring hope for the future.

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 pupil 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.

Religious Education

Religious Education

All students have regular Religious Education lessons (approximately 2½ hours per week). The program focuses on Religious literacy and the content is drawn from the Religious Education Guidelines as adopted in all Diocesan schools.

Liturgical Celebrations

Class Prayer services, Class Masses and 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 children. Dates, times and venues are advertised in the school newsletter. These liturgical celebrations are an opportunity for children 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.

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. Classes are regularly involved in Class Liturgies or Masses. 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 and NAIDOC week. School Assemblies have a prayer focus, based on the unit of R.E. being taught and on Church seasonal considerations. 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. Children 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 rotation support
- Listening to children read
- Helping with art and craft
- Assisting in the Tuckshop
- Taking an active role in the Parents and Friends' Association
- Assisting with Sports Coaching
- Volunteering for Working Bees
- Excursion attendance

Parents and Friends Association

An active P & F Association is in operation and supports the school in many ways. The association meets on the third Thursday of each month. The Annual General Meeting is held at the March meeting of each year. All parents are encouraged to attend. There is an annual P & F levy that is used to provide educational and playground resources to further benefit the standard of education for our children.

The P&F coordinates many pastoral and community building activities to enhance school life. Your support and participation can only enhance the work of our Parents and Friends' Association.

School Board

A School Board consisting of parent, teacher and parish members meet on a regular basis. The Principal and Parish Priest are ex-officio members of the Board. Parent involvement in policy and procedure discernment is encouraged.

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:

- a) Parish Events
- b) ANZAC Day
- c) Art Gallery Exhibition
- d) Choir Events
- e) Under 8 Activities
- f) Rose & Rodeo activities
- g) Visiting aged care facilities
- h) Jumpers & Jazz Festival
- i) Inter-School Sporting activities
- j) Catholic Sporting activities

School Management

School Assembly

Both campuses of the school meet regularly for whole school Assembly at the MacKillop Centre (Upper Campus). At these assemblies children present religious and cultural items. Students are acknowledged through weekly awards for their academic and spiritual achievements. Our awards are: Student Achievement and Living Like Jesus. Parents are welcome to attend assemblies which are advertised in the school newsletter.

Models of 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.

School Enrolment (Prep – Year 6)

Enrolment Process

- Completion of "St Mary's Application for Enrolment"
- Payment of current Enrolment Application Fee
- Submission of Proof of Age (Birth/Baptism Certificate)
- Interview with the Principal (or Assistant Principal/Religious Education in absence of Principal)
- Special Needs Conference (if applicable)
- Notification of successful / unsuccessful application
- Completion of "St Mary's Enrolment Contract"

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 and will be fully supportive of all aspects of the St Mary's School environment 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 specialised personnel will take place before a final decision regarding enrolment is made.

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 Thursday and Friday. Ordering is completed online. A menu is sent home at the beginning of the year and whenever it is updated.

Using Flexischools for Tuckshop

TO REGISTER

1. Go to - <https://www.flexischools.com.au>
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

1. Go to - <https://www.flexischools.com.au>
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

1. Go to - <https://www.flexischools.com.au>
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'.

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 School Based Curriculum programs appropriate for our students. These programs are drawn from the syllabus documents and guide teaching and learning at St. Mary's.

The delivery of the curriculum is a Year Based model. The class groupings at St. Mary's are:



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.

Children 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 should be a happy learning experience for your child. At St. Mary's we strive to be a community where staff, students, parents and the clergy show love and respect for God and for each other.

We hope that our Christian atmosphere will support a balanced educational programme that will enable your child to develop the ability, skills and attitudes that lay the foundation for lifelong learning.

Factors that enhance success at school included:

- Independence
- Social and personal learning
- Health and physical learning
- Language learning and communication
- Early mathematical understandings
- Active learning processes
- Imagination and creativity
- A positive approach to learning

Socially, your child will have many opportunities to interact in a wide range of activities. We will provide access to a wide range of learning opportunities that develop their physical skills, as well as stimulate intellectual and creative imagination.

Music Program

A specialist music teacher is employed to teach each class on a weekly basis. Children learn about pitch, tone, rhythm and music making. Students in Year 4, 5 and 6 have the opportunity to take part in the School Choir which performs at school and community events. Students in Year 1, 2 and 3 may participate in a Junior Choir to stimulate a love of music and choral group work. Students have the opportunity to participate in the school musical held every second year.

Assessment/Reporting

Parent/teacher Interviews are conducted during Term 1 and Term 3. 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.

Teacher Interviews

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 through the child's diary.
2. The parent/guardian telephoning the School Office seeking contact with the class teacher.
3. Contacting the School Office for a meeting with the Principal. It is highly recommended that steps 1 or 2 have occurred prior to a request to meet with the Principal.

Camps and Excursions

Children in Year 6 participate in a 3 day adventure camp.

Students from all Year levels have the opportunity to participate in excursions which may be to local, regional or Brisbane localities. These excursions are closely related to the unit of work being studied at school and are chosen having regard for the needs of the children, the educational value, appropriateness of the venue and the cost involved.

As these activities are related to the curriculum, it is hoped that all children will participate. Costs are kept to a minimum and no child is permitted to attend without written permission from parents/guardians.

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, Touch Football, Cricket (boys and girls) and Softball (boys and girls).

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 children. 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 during Term 4 for children aged 8 – 12 years.

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

Family Life 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.

Computer Technology

The school has a modern computer network system which links all computers across both campuses to a central server. All computers have access to Internet facilities. There is a bank of computers at both the Upper Campus and Lower Campus Libraries and each classroom has four computers available for student use. Children are taught the skills of computer usage as well as the techniques of integrating the use of computers into their learning. 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 Teacher Librarian 3 days per week. Each campus of the school 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 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 Upper Campus library is often 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:

- School Counsellor
- IT Personnel
- Occupational Therapist
- Speech Pathologist
- WHS Officer
- Education Officer
- Curriculum 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

Uniform

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

Children are encouraged to take pride in their personal appearance. All children are required to wear the correct uniform. If the uniform is incomplete, a note of explanation is required. When in public, children are required to wear their full school uniform.

The school uniform is available from local stockists. A second hand clothing pool operates where used uniforms are sold to families at reasonable prices. For information regarding the clothing pool, please contact the School Office, phone 4661 1872.



Girls' Uniform (Years 1-6)

SUMMER:	Dress:	Green and white striped, mid calf length
	Socks:	Short plain white socks – above ankle (no anklets)
	Hat:	St Mary's Bottle green school hat – slouch style, with school emblem
WINTER:	Tunic:	Drop waist tartan (2 sets of 4 knife pleats) Mid calf length - 2 bottle green buttons on each shoulder
	Blouse:	"Midford" brand, lemon polycotton shirt, with Peter Pan collar, button to neck. (Optional long sleeves)
	Socks:	Long <u>plain</u> black that are higher than hem length (optional - black tights)
	Shoes:	Plain black leather fully enclosed (not joggers or boots)
	Pullover:	Bottle green V neck
	Jacket:	St Mary's Jacket
SPORTS:	Shorts:	Navy blue, with school name embroidered on left leg. Brand:- Biz Collection - 'biz cool'
	Shirt:	St Mary's Bottle green sports shirt, with gold and blue diagonal stripe across chest and back, and school emblem screen printed on blue stripe
	Socks:	St Mary's socks must be worn, no other style is permitted Joggers (no boots)
	Tracksuit:	<i>Top:</i> St Mary's Bottle green jacket with gold stripes and zip front, School emblem embroidered on front <i>Pant:</i> Plain bottle green only, the same material as the tracksuit Top (not fleecy) – available at Danny Lyons Sports & Cooreys

Boys' Uniform (Years 1-6)

SUMMER:	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 joggers or boots]
	Hat:	St Mary's Bottle green slouch style, with school emblem
WINTER:	Trousers:	Long navy blue trousers or "Scags" navy blue shorts
	Shirt:	St Mary's green shirt with gold pocket trim
	Socks:	Long navy socks with green/gold stripe
	Shoes:	Plain black leather fully enclosed lace-up [no joggers or boots]
	Pullover:	Bottle green V neck
SPORTS:	Shorts:	Navy blue, with school name embroidered on left leg Brand:- Biz Collection - 'biz cool'
	Shirt:	St Mary's bottle green sports shirt, with gold and blue diagonal stripe across chest and back, and school emblem screen printed on blue stripe
	Socks:	St Mary's socks must be worn, no other style is permitted
	Shoes:	Predominately white [90%], fully enclosed, lace-up joggers (no boots)
	Tracksuit:	<i>Top:</i> St Mary's Bottle green jacket with gold stripes and zip front, School emblem embroidered on front <i>Pant:</i> Plain bottle green only, the same material as the tracksuit Top (not fleecy) – available at Danny Lyons Sports & Cooreys

Prep Uniform

The Prep children, girls and boys, are required to wear the following components of the school uniform on a daily basis:

Shorts:	Navy blue, with school name embroidered on left leg Brand:- Biz Collection - 'Biz cool'
Shirt:	St Mary's bottle green sports shirt, with gold and blue diagonal stripe across chest and back, and school emblem screen printed on blue stripe
Socks:	St Mary's socks must be worn, no other style is permitted
Shoes:	Predominately white [90%], fully enclosed, lace-up joggers (no boots)
Hat:	St Mary's Bottle Green School, with school emblem
Tracksuit:	<i>Top:</i> St Mary's Bottle green jacket with gold stripes and zip front, School emblem embroidered on front <i>Pant:</i> Plain bottle green only, the same material as the tracksuit Top (not fleecy) – available at Danny Lyons Sports & Cooreys
Pullover:	Bottle green V neck

Behaviour Management

Lifelong success depends in part on learning to make responsible choices. Students deserve the most positive educational climate for their growth and with the support of staff, students and parents, this is possible.

The behaviour plan at St. Mary's is that a few basic rules are made clear to all students, largely to keep themselves and others safe and happy, to be respectful of others and polite to those around them:

- Listen carefully
- Follow directions
- Keep hands, feet and objects to ourselves
- Show respect for ourselves, others and environment

Continued inappropriate choices will lead to behaviour journals being sent home, teacher contact with parents, principal contact with the parents, individual behaviour plans negotiated or intervention from outside agencies such as Toowoomba Catholic Education Office.

A current Behaviour Management Policy can be found on our Website.

Routines

Office Hours

The School Office is open 8.00 am to 4.00 pm - Monday to Friday.

School Routine

8.35	Bell
8.40 – 11.00	Class
11.00 – 11.40	Lunch break
11.40 – 1.40	Class
1.40 – 2.00	Snack
2.00 – 2.55	Class
3.00	School finishes

Morning & Afternoon Procedures

Before school supervision is provided at both the Lower and Upper Campuses 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 campuses. Lower Campus students may be collected from the office after this time. Upper Campus students will be escorted to the Lower Campus after the last bus has departed (3.15pm).

Upper: Pratten Street entrance (Bus children, pick-up children).
Palmerin Street entrance.

Lower: Palmerin Street entrance (Bus children, pick-up children).
Lunch area (pickup children via Church Car Park)

Children are to remain with the teacher on duty until parents collect them and escort them to their vehicle.

Bus Children

Children catching buses in the afternoon wait with the teacher on duty at both campuses.

Walkers from Upper Campus

Children from the Upper Campus may walk through the underpass then along Palmerin Street to the Lower Campus, where they can meet waiting younger brothers, sisters or parents at the Lower Campus lunch area.

Bicycles: No covered parking space is provided. 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 in designated places in a group with the teacher on duty.

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 to accept responsibility.

Sun Safety

Children are required to wear the wide-brimmed School Hat (with St Mary's emblem) to and from school and during all outdoor activities. Shaded areas are provided in both campuses. Children are encouraged to wear sun-screen at all times.

Visitors to the School

All visitors are required to report to the office and sign the visitor's log, provided at both campuses, before approaching staff or students.

School Dental Unit

The dental unit visits the school every few years and stays for a number of weeks. Throughout the year, parents are able to access the facility even though it is located at another site.

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 have to pay large sums 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 to 3336 9192 or schooltransport@qcec.catholic.edu.au.

School Banking

School banking is available every Tuesday and is a service of the Commonwealth Bank. Forms can be collected from the school office. Electronic transmission for student banking is completed by computer from the school direct to the Commonwealth Bank.

Lost Property

Property lost, misplaced or forgotten by children, is kept in large yellow wheelie bins on each campus. 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).

Absenteeism

If a child will not be attending school, on any day, parents need to notify the school by phone 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.

Notes

Good communication is necessary in developing partnership in education. Notes are a good way to keep in contact with class teachers. Parents are encouraged to send a note when their child is returning from an absence, if the school was not previously contacted by phone.

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

Newsletters

Newsletters are published each Thursday and taken home by the youngest member of the family. Newsletters are also posted to our website (smwarwick.twb.catholic.edu.au) each week. Parents can request to receive the newsletter electronically.

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.

Fees And Charges

The moment you decide to educate your children at St Mary's Primary School, you enter into and agree to, the school's fee and levy arrangements.

Due to minimal Government funding, the school is compelled to devise a school fee system that ensures its very survival. We are a non-profit organisation and strive to keep the fees to a minimum, whilst ensuring we can provide both the services and resources necessary for the best possible education of the children. Family commitment to the school fee system is part of the School's Enrolment Process and greatly appreciated.

School Fees and Charges

School fees are an essential part of the funding for the operating expenses of the school. Each family is expected to commit to the payment of school fees and are encouraged to pay 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.

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. 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. near eating areas)
- "Nut Aware" Statement to be included in parent handbook, on 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 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.

St Mary's School and Bullying

*Bullying affects all members of the school community, not simply the bully and the victim but also those other students and family members who may witness violence, intimidation and the distress of the victim. It can damage the atmosphere of a class and even the community of a school. For these reasons, it **will not** be tolerated and **will** be addressed immediately and consistently, at St Mary's School.*

Statement:

St Mary's School seeks to provide an environment where all members of the school community reflect Gospel values, responsible behaviour and an attitude of respect for self and others.

Definition:

Bullying is the unwanted oppression of one person by another person or group. It may be physical, verbal, psychological or social. Harassment is the continual process of such negative action. This can lead to harm to people's physical and emotional well-being as well as property.

Rationale:

St Mary's School is grounded in Christian values. Our school seeks and affirms each student's worth, dignity and vocation. Our school community endorses each teacher's right to teach, each student's right to learn and the right to feel safe in the school environment. Bullying undermines such values and prevents students from achieving their full potential in the educational and social setting.

Consequences:

1. St Mary's will inform the broader school community on the bullying/harassment procedures and guidelines, its reporting and potential responses, during the enrolment process and through regular newsletter reminders.
2. Incidents of bullying and harassment will be managed in a pastoral and just manner, through the restorative justice process at the appropriate time.

Disciplinary consequences that may be implemented depending on the severity and number of instances of issues will include

1. withdraw from playground
2. internal suspension
3. external suspensions
4. consideration of continued education at St Mary's Primary School

Enrolment Policy

RATIONALE

St Mary's Primary School is a community of faith and life which focuses on the total development of the whole person. As a Catholic school, St Mary's works in partnership with parents, caregivers and parish in providing an education rich in Catholic identity and heritage, sound in academic learning and supportive of personal skills and maturity.

VALUES

The St Mary's Enrolment Policy gives expression to the following values, inherent in the creation of a school community of faith and life: honesty, respect, acceptance, inclusivity, preferential option for the poor, prayer and nurturing of Catholic faith and personal spirituality.

POLICY STATEMENT

Enrolment at St Mary's School is accepted, human and physical resources permitting, on the understanding that parents, caregivers and students appreciate and support the Catholic philosophy and ethos of the school and accept the Christian foundation of the school's operation and its commitment to needy members of the community.

CONSEQUENCES

- The Principal will give due consideration that the ethos of St Mary's be preserved.
- Parents, caregivers and staff will acknowledge and support the Catholic School Philosophy and ethos of St Mary's School as it endeavours to educate students in the beliefs, history and practices of the Christian faith in the Catholic tradition.
- Students will endeavour to uphold the Catholic philosophy of the school and participate in all appropriate learning experiences, including Religious Education and faith development experiences.
- Children with special needs will have opportunity to attend St Mary's School, after consideration of available and appropriate resources, following the "Special Needs Enrolment Process" as required by the Toowoomba Catholic Education Office. This process will be used in order for all parties to reach an enrolment decision that is in the best interest of the student and the school community.
- For students of other religions, discussion will take place concerning formal Religious Education and the liturgical program of the school. It will be pointed out to parents that students will take part as fully as possible in such programs and will be required to participate in all Religious Education classes, activities and events, but their own religious traditions will be respected.
- Needy students in the community will have opportunity to attend St Mary's.
- Enrolment will only be considered if the official Enrolment Forms have been completed and all relevant and requested information has been provided.
- No enrolment is accepted until the signed Enrolment Contract is returned to the school.
- Failure to disclose relevant information in the School's Enrolment Application Form or at the Enrolment Interview, may result in an enrolment offer being withheld or withdrawn.
- Termination of enrolment may occur when the attitude or behaviour of a student creates serious conflict with the philosophy and/or Vision and Mission Statements of the school. In such instances, the case will be managed according to the policy of the Catholic Education Office.

GUIDELINES

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

Head Lice Management

Rationale: The occurrence of head lice is the most common insect infestation in humans throughout the world. Head lice infestation may affect people of any age, nationality, gender or socio-economic group and they have no preference for cleanliness, hair colour or hair type. As head lice cause no disease or illness their presence is as much a social issue as a health or educational issue and detection and treatment needs to be addressed in a way that respects the emotional, social and educational development of the child. People's dignity will be respected and protected at all times.

Guidelines

To help control head lice, St Mary's School will:

- Distribute school policies and procedures as well as relevant information for the control, detection and treatment of head lice at the beginning of each year, provide updates and inform parents at times of infestation.
- Advise parents whenever head lice are found in the school
- Support parents with practical advice and a sympathetic attitude while stating the school's expectations about responding to head lice infestations.
- Wherever possible, minimize head to head contact in classes with head lice as this is how they transfer from person to person.
- Request parents not to send children back to school with head lice until treatment has commenced.
- Visually check children's hair if suspected head lice.
- Undertake treatment only under exceptional circumstances when the Principal has determined it is necessary for the well-being and educational development of the child.

To help control head lice, parents with children at St Mary's School are actively encouraged to:

- Take responsibility for the detection and treatment of head lice in their children.
- Ensure children with head lice do not attend school until treatment has commenced.
- Regularly inspect their children's hair to detect head lice and initiate treatment.
- Notify the school if their child has head lice and advise when treatment has begun.
- Follow recommendations, proposed by Queensland Health, and detailed in the school procedures to ensure a co-ordinated approach is taken to the head lice infestation.
- Comply with school expectations regarding the treatment of head lice.

Homework

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 a positively enriching effect. It is often the daily link between school and home.

Some of these benefits are:

- the opportunity for children 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.

Statement

Homework will be set regularly and may consist of both written tasks and study assignments which a teacher asks a child to perform apart from work completed in the classroom.

Procedures

Reading is an important activity that should continue throughout the primary years. In the early years the reading material will be set school readers but by the middle school the children should be encouraged to widen their reading to newspapers, magazines, library books or reference materials.

The supervision of homework by parents should not lead to stressful situations.

Implementation:

1. All teachers will set some form of homework on a regular basis.
2. Each teacher will communicate to parents the homework requirements for their class at the initial Parent/Teacher Information session.
3. The recommended time to be spent on set homework for each year level **per week** will be:

Early Years	1 hour	per week
Middle Years	2 hours	per week
Senior Years	2¾ hours	per week

This includes reading, project work, spelling and number facts.
4. While it is appreciated that some children may complete set homework in less than the maximum time, no child who has worked diligently will be expected to work beyond that time.
5. All homework will be checked regularly and thoroughly assessed at the teacher's discretion.
6. From this assessment teachers will give to children 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 children from completing their set homework.
10. Children will maintain homework routines established in consultation with parents.
11. Children 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.

Prayer and Worship

RATIONALE

Prayer and Worship are rich and valued aspects of our Catholic Christian tradition and faith life at St Mary's School; they are closely linked to the liturgical life of the parish community. They allow a deepening of our relationship with God through an expression of faith and trust which connects us with our spiritual selves and develops oneness with God. The following values are inherent in the creation of a school community of faith and life: respect, reverence, praise, inclusivity and thanksgiving.

STATEMENT

Prayer and Worship have prime place in our Catholic school culture. All children enrolled at St Mary's School will participate in regular liturgies and prayer celebrations, recognising our relationship with God and the development of a sense of belonging to a worshipping community. Celebrations will include Class, Year Level and whole School experiences. Prayer and Worship opportunities should meet the pastoral needs of the students involved. Formal prayers that are part of our Catholic tradition will be taught to the children.

CONSEQUENCES

- Ecumenical sensitivity and inclusive practices will be practiced at all times to support all members of St Mary's School community.
- The APRE is responsible for monitoring liturgies, assemblies, Masses and R.E. Professional Development. The APRE will review all liturgy plans and attend these worship events when possible.
- The APRE is responsible for the Administration Sacred Space created with symbols, images and objects representing appropriate liturgical seasons and colours, showing a clear sign of the presence of Christ among us.
- The teacher of the class preparing the liturgy will ensure all planning is prepared and shared with the Priest prior to the celebration.
- After checking for any special feasts, commemorations or liturgical seasons, teachers should start with the gospel from the Lectionary for Masses with Children.
- The class preparing the liturgy will invite parents and community to attend, using the internal communication system of the school, invitations and newsletters.
- Students not fully initiated into the Sacramental life of the Church will be encouraged to come forward to receive a blessing at the time of communion.
- Readers are expected to understand the text, believe what they read and have ability to proclaim it well.
- Those proclaiming the First / Second Reading should be fully initiated into the Sacramental life of the Church
- Altar servers are to be fully initiated into the Sacramental life of the Church.
- Prayer opportunities will include multiple expressions (vocal, meditative and contemplative) and forms (petition, intercession, thanksgiving and praise) to meet the needs of participants.
- Traditional prayers and Mass Responses outlined in the Diocesan Religious Education Program will be formally taught as part of the school Prayer and Worship Scope and Sequence.
- As a school dedicated to Our Lady, prayers and devotions to Mary, including the Rosary, will be highlighted.

PRAYER LIFE IN THE CLASSROOM

Opportunities for classroom prayer are to be provided on a daily basis. Initiatives to promote children's prayer are highly commended. There will be a sacred space created in every classroom with symbols, images and colours showing a clear sign of the presence of Christ among us. There is usually a prayer table, a Bible, appropriate prayer books, a candle and other Christian artefacts.

Children pray together at the beginning and end of each day and at lunchtime. Opportunities for spontaneous prayer and individual reflection exist in both collective worship and in the classroom. There will be opportunities for students to create and facilitate prayer experiences.

STAFF SPIRITUALITY OPPORTUNITIES

All staff meetings will commence with staff prayer. All staff attend the annual Bishop's Inservice Day to broaden and deepen their understanding of the worship we share. Teachers participate in annual Professional Planning and Development Religious Education opportunities. All staff will be given the opportunity to attend Diocesan Retreats.

PARENTAL SPIRITUALITY OPPORTUNITIES

Parents will be invited to participate in the prayer life of the school in classrooms, assembly liturgy and other special liturgies and masses. Families are encouraged to commit to regular family prayer and worship and to follow up prayer classroom activities.

SACRAMENTAL PREPARATION

Children aged 8 years and above will be invited to participate in the Parish sacramental program to prepare for the Sacraments of Reconciliation, Confirmation and First Eucharist. The Parish Sacramental Coordinator and APRE will work closely together to support parish families.

Notes

Notes