

ST MARY'S SCHOOL
HANDBOOK 2016



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MISSION STATEMENT

At St Mary's ...

We want our children to be educated in the Catholic faith where they may grow in the image of Christ by following the Gospel values.

We want to acknowledge the rights of parents as the primary educators of their children and encourage their participation in School life.

We want a Staff that achieves personal professional satisfaction; that models Catholic living for each other and their students.

We want to provide our children with optimal learning experiences by the provision of quality surroundings and resources so that all students are challenged to strive for excellence irrespective of their individual differences.

We want our children to enjoy school through positive interactions with adults and other students in a happy and safe environment whereby they develop a sense of achievement, pride in their School and a healthy self-esteem.

We want our children to be aware of and appreciate the role they play in the wider community.

To fulfil this Mission Statement the following underlying values will be emphasised in the Students' Parents' and Teachers' Charters.

CHARTER FOR STUDENTS

At St Mary's School, through the teachings of Gospel values and the demonstration of self-discipline, we encourage the children to:

- Participate in the teachings and celebrations of the Catholic Church as practiced within our School community
- Obey rules in the School and community
- Participate to the best of their ability
- Display pride in their School by wearing the School uniform
- Have faith in themselves and develop a healthy self-esteem
- Accept, acknowledge and affirm the rights and needs of others
- Be responsible and reliable

CHARTER FOR PARENTS

At St Mary's we respect the rights of parents as the Primary educators of their children and encourage their participation in School life by:

- Showing interest in the children's faith education and participating in School celebrations
- Reinforcing and supporting School and community principals
- Being involved in School activities
- Encouraging and affirming the child's individuality
- Dealing with concerns as they arise
- Showing a positive interest in their child's academic endeavours
- Openly communicating with members of our community

CHARTER FOR TEACHERS

At St Mary's we want a staff that achieve personal and professional satisfaction; that builds cohesion through being aware and caring of each other by:

- Living the Gospel
- Fostering a welcoming attitude towards parents and children in our School community
- Supporting parents in the teaching of faith and moral education
- Supporting parents in recognising their children's individual gifts and encouraging them to strive towards their full potential
- Fostering open communication within the School community
- Being receptive to changes and developments in education

COMMUNICATION

MAKING APPOINTMENTS

It is essential that any matter be discussed with the appropriate person involved. The Principal and teachers are very happy to meet with parents throughout the year to discuss a child's progress, behaviour etc. If you have problems/queries regarding your child's schooling, please do not hesitate to contact the school so that an appointment can be made with the Principal and/or class teacher at a mutually convenient time. If you wish to discuss a classroom matter, please see the child's teacher in the first instance. If it is an administration matter, please communicate directly with the Principal.

ABSENTEEISM FROM SCHOOL

A phone call to the school office on the morning of the absence ensures that both home and school know the whereabouts of your child for the day. If you are unable to phone, please follow up in writing.

Our rolls are taken electronically and we now require any student who arrives after the start of school, (8:40am), to report to the office with their parent or the person who has brought them to school, to have their attendance recorded.

When leaving the school early, the parent or guardian must report to the office to have the student's departure recorded.

If students are to be taken out of school for any length of time, e.g. holiday, hospitalisation, both the Principal and class teacher need to be notified in writing as soon as possible.

If students are to be absent from school for extended periods of time – up to 110 school days - an application for exemption for a student at a non-state school application is required for the Principal to consider. For more than 110 school days of absence applications need to be made to the Chief Executive prior to departure for consideration.

CHANGE OF PERSONAL DETAILS

Any change of address, phone number or other details should be notified to the office by letter or phone immediately. It is vital that this information is always current.

NEWSLETTER

A newsletter is sent home each week with the children or online to keep you in touch with the happenings of our school, and to advise you of coming events. We currently issue our newsletter online each week through a publisher called Schoolzine.

MONEY

Any money sent to school should be enclosed in an envelope stating the purpose e.g. Fees, Excursions, Raffle Tickets, etc.

1. Child's name
2. Class
2. Amount enclosed
4. Purpose of the money

SCHOOL BANKING

This is available for the children through the Commonwealth Bank, Brisbane Street Beaudesert. Banking is carried out at the school by the administration office each week. A form will be sent home at the beginning of the school year for all those who wish to avail themselves of this service.

PASTORAL CARE POLICY

INTRODUCTION

St Mary's School values the uniqueness and identity of each member of our school community. The openness and welcoming nature of the staff at St Mary's encourages ongoing communication between staff and families in a trusting and cooperative way. We create a supportive learning environment, which enhances a sense of belonging and demonstrates a concern for the well being of the individual. Our Pastoral Care Policy is not problem centred, but is characterised by a sense of nurturing and celebration of life.

RATIONALE

Quality interpersonal relationships between staff, students and parents are a responsibility shared by everyone.

Students are encouraged to develop trust and friendship amongst their peers. Programmes to support this are: the Buddy System, Making Jesus Real and the Friendship Program.

Parents are involved in the life of the school in the following ways: classroom volunteers, Library support group, Art and Drama projects, Parents and Friends activities, Tuckshop

Teachers are encouraged to establish open communication with parents.

SELF-DISCIPLINE AND RESPONSIBILITY

From our School Mission Statement, we have developed Charters of Responsibility for teachers, parents and students.

The fostering of self-discipline helps students to recognise their rights and responsibilities.

Our Religious Education Programme fosters the teachings of Jesus Christ throughout the daily lives of all members of the school community.

We have a school assembly each Monday morning to introduce the Making Jesus Real focus for the week.

Students are involved in the formulation of class expectations at the beginning of the school year.

Our Year 5 children participate in a programme of leadership formation in preparation for their roles as school leaders in Year 6.

St Mary's Staff has developed a Positive Behaviour for Learning Policy. This acknowledges the rights of all individuals and the associated responsibilities for functioning within our school community.

This is based on three overarching goals – Be Safe, Be Respectful and Be a Learner.

PASTORAL CARE PROGRAMMES

Our Pastoral Care Programmes are attentive to the changing needs of students and also to the unique needs of the families of our students.

The following programmes are currently in place at St Mary's.

- Making Jesus Real
- Aware – Anti-bullying Programme
- Buddy System
- Other small group social skills programmes on a needs basis
- Restorative Justice

LEARNING AND TEACHING

Our Staff continually work to ensure that curriculum provision is of the highest quality, socially responsible and responsive to students needs.

The following statements, policies and guidelines have been developed.

- Mission Statement
- Charter for Parents, Teachers and Students
- Vision Statements
- Enrolment Policy
- Whole School Curriculum Programme
- Religious Education Programme
- Positive Behaviour for Learning Policy
- Reporting and Assessment Policy
- Homework Policy
- Uniform Policy
- Sunsafe Policy
- Communication Policy

SCHOOL – FAMILY RELATIONSHIPS

A relationship of trust, co-operation and partnership between the school personnel and families is essential.

We continually look at ways of involving, informing and supporting parents.

Current practices to achieve this are:

- Reporting Processes
- Inclusive Education
- Parent Information Nights
- Celebration of Learning Evening
- Parents and Friends Association
- Care and Concern Group
- Music and Drama Performances
- Curriculum Areas Information Sessions
- Guidance Counsellor
- Behaviour Management Communications
- Brisbane Catholic Education professional support services
- Special programme development meetings for children with special needs

BEHAVIOUR MANAGEMENT

We believe to manage and develop a child's behaviour at school, discipline should be:

- Positive, fair and consistent
- About making choices
- Pro-active NOT Re-active
- Flexible and able to cater for individuals with clear expectations
- Towards developing self-discipline and responsibility
- Be Safe
- Be Respectful
- Be a Learner
- Restorative Thinking

We will encourage ***APPROPRIATE BEHAVIOUR*** through implementing a system of Positive Consequences such as:

- Verbal responses of encouragement and praise
- Recognition of student's efforts and expressions of appreciation
- Giving responsibility
- Opportunities for outside recognition e.g. Assembly, local newspaper, Parish magazine
- Rewards and gains e.g. Stickers, certificates and free time
- Be Safe, Be Respectful, Be a Learner

ENROLMENT

POLICY

St Mary's School was established by the people of the Catholic Parish of St Mary's Beaudesert, to provide for the educational needs of the children of parish families. The primary purpose of St Mary's is to nurture and educate the whole child through the principles, traditions and teachings of the Church and within a Community of faith.

ELIGIBILITY

To be eligible for enrolment in Prep, your child must be at least five (5) years old by the 30th June in the preceding year. To be eligible for enrolment in Year One your child must be at least six (6) years old by the 30th June in the preceding year.

PROCEDURE

All Catholic children living in the parish will be given the opportunity to enrol at the school. An application for enrolment is completed for each child to be enrolled. Enrolment bookings are taken 12 months in advance.

Enrolment does not automatically follow as a result of an application. As there are limits to class sizes, children may have to be placed on a waiting list. In recognition of the importance of the relationship between the Catholic School and the Parish Community and due reference to Archdiocesan Policies and Practices, the following criteria are adopted to establish priorities for accepting enrolments:

- *The child is from a family committed to the life and well being of St Mary's Parish, Beaudesert, the worship of God and is a baptised Catholic*
- *The child is from a family who continues to meet the stated conditions of enrolment and has a sibling enrolled at St Mary's School*
- *The child is from a family committed to the life and well being of a Parish Community other than St Mary's, the worship of God and is a baptised Catholic*
- *The child is a baptised member of a practising Christian family who is committed to worship and service in their own Christian community*

Enrolments from outside the parish will be considered for pastoral reasons at the discretion of the Principal and Parish Priest. In assessing these applications, they will take into account the effect on neighbouring Catholic schools. Our enrolment policy will endeavour to meet the Archdiocesan requirement of no more than 10% non-Catholic children to ensure the integrity of the school as Catholic.

Catholic children with special needs who are residents in the parish will be enrolled according to the community's ability to provide a quality education for them. This will be assessed using the "Special needs Enrolment Policy" set out by the Catholic Education Office and will be renewed annually.

Enrolment is subject to an interview with the Principal or Assistant Principal. Original birth and baptism certificates are required at the interview. If the application is accepted, it is understood that parents will comply with the spirit of the school's Mission Statement by:

- Supporting and encouraging Gospel values and the standards or behaviour that those imply
- Accepting and supporting the school rules

- Co-operating with regulations set down from time to time by the school administration. Such regulations are designed to ensure the safety of all and the efficient management of school facilities
- Supporting the school administration and teachers
- Accepting that your child will partake fully in every aspect of the school programme
- Assisting wherever possible and supporting the activities and fundraising efforts of the Parents & Friends Association

SCHOOL FEES AND LEVIES

School fees are set annually, in consultation with the Parish Priest, Parish Finance Council and School Principal, as part of the process of setting a yearly school budget. As a Parish Catholic School, no one is ever turned away through an inability to pay. Anyone who has financial difficulties is requested to make arrangements with the Principal regarding this matter as soon as possible.

Please don't simply fail to pay, as this incurs further costs for you and is also unnecessarily embarrassing for all concerned.

The following levies are calculated as a quarterly amount and are included in your fees at the beginning of each term.

- Capital Levy – 1 per family
- Resource & Excursion Levy – 1 per child
- P&F Levy – 1 per family
- Maintenance Levy – 1 per family
- Archdiocesan Future Funds Levy – 1 per family
- Information Technology Levy – 1 per family
- Textbooks and Subscriptions Term 1 – 1 per child
- Swimming Programme Terms 1 & 4 – 1 per child

SCHOOL FEE BILLING PROCEDURE

1. An account of term fees and levies will be issued by the school in the first week of each term to be settled within 14 days. Payments can be made weekly, fortnightly, monthly or in full using the following Method of payments:
 - Direct Debit
 - BPay
 - EFTPOS
 - Cash
 - Cheque
2. Any arrangements to vary the terms of payment must be made with the Principal.
3. Accounts which remain outstanding 14 days after the due date will be dealt with in one of the following ways:
 1. A "red" Statement will be posted as a reminder
 2. Letter from the Principal
 3. Phone contact by the Finance Secretary
 4. Details forwarded to Debt Collection Agency
4. Where accounts still remain unpaid one month after the due date and no appropriate arrangements have been made to pay the agreed fee, the account may be placed in the hands of a debt collector and other actions pursued.

ARCHDIOCESAN EDUCATIONAL LEVY

The Archdiocesan Educational Levy is part of the school fees which is forwarded to the Catholic Education Centre. It supplements the State and Commonwealth grants and assists in the payment of teachers' salaries and the provision of centrally provided services.

BUILDING FUND

Our Building Fund is a necessary levy, which enables us to pay our school building loan as well as provide funds for maintenance of our buildings.

UNIFORM POLICY

AIM AND SCOPE

St Mary's Primary School encourages children to have a sense of community, belonging and pride.

The design of the uniform has taken into account the climatic conditions as well as the requirements for sun safety, affordability, practicality and longevity of the materials. Not only is the uniform comfortable but it recognises that we are a Queensland Cancer Fund accredited 'Sun Safe' School.

The style of the uniform is appropriate for both genders and takes into account modesty concerns. Children are expected to wear the appropriate school uniform at all times, and to be neat and tidy in appearance.

Our uniform provides St Mary's with a clear identity in our local community.

The days which either formal or sports uniform is to be worn will be determined at the beginning of each term, due to the allocation of District/Regional, interschool sports days and curriculum requirements.

Throughout the school year students participate in 'free dress' days to help celebrate festivals or as special fundraising activities. The School website also has downloadable copies of the Uniform Order Form and Price List.

CHILDREN MUST WEAR THE FORMAL UNIFORM ON THE FIRST AND LAST DAY OF EACH SCHOOL YEAR.

If, for any exceptional reason, a child is unable to be in uniform, written notification should be sent to the Principal.

NON-COMPLIANCE OF UNIFORM POLICY

Should a child not be able to comply with the Uniform Policy, a note will be sent home. If a child continues to arrive at school in breach of the uniform policy, a letter from the Principal will be sent home and an interview to discuss the matter will be requested with the child's parents.

REVIEW OF UNIFORM POLICY

This Policy is reviewed by the Principal in consultation with the Working Uniform Committee, as uniform regulations and sun safe policies change. The Uniform Committee consists of representatives from the parent/guardian body. It will also reflect changes and concerns in relation to legislation or Brisbane Catholic Education Directives.

Changes to the uniform will be accompanied by a 2 year phase in period.

UNIFORM SPECIFICATIONS

1. School name and/or emblem to be embroidered on:

Formal Uniform

- a. A-line Royal Blue Dress
- b. Royal Blue Unisex Shirt
- c. Royal Blue Culottes
- d. Navy Blue Boys Shorts
- e. Royal Blue Brimmed School Hat

Sports Uniform

- a. Royal Blue & Yellow Unisex Polo Shirt
- b. Royal Blue Micro-fibre Unisex Shorts
- c. Royal Blue Brimmed School Hat

Winter Uniform

- a. Royal Blue Fleecy Tunic Style Jumper
- b. Royal Blue Fleecy Zipped Jacket
- c. Micro-fibre Zipped Jacket
- d. Fleecy Track Pants
- e. Navy Blue Tights

Optional Items

- a. St Mary's School Bag
- b. Football Style Shorts
- c. Lycra Bike Pants/Skins
- d. House Coloured Swimming Caps
- e. House Shirts

2. A-line dress should be at least mid-knee length
3. Royal Blue Culottes should be worn just above the knee
4. Boys and Girls white socks should be short **plain white socks** with no frill and no logos. They should completely cover the ankles.
5. **Anklet socks** that sit below the ankle and just above the toe of the shoe will not be permitted for safety reasons.
6. **School Shoes** should be suitable. All shoes should be predominately black or white. Joggers need to be worn under the ankle and should give good support to feet. Shoes with high ankles such as high tops and boots should not be worn. It is preferred that leather shoes be closed uppers with black or white laces.
7. The Royal Blue Unisex Shirt is designed to be worn out and not tucked in.
8. The Winter Uniform options are offered for Terms 2 & 3, however it is recognised that jumpers are required all year round weather dependant.
9. At the closure of the 2014 School Year the uniform phase out period will end. The new embroidered uniform now needs to be purchased.

FORMAL, SPORTS AND WINTER UNIFORMS

Girl's Summer Formal Uniform

*Short Sleeve A-Line Royal Blue Dress and/or
Unisex Royal Blue Short Sleeve Shirt and
Royal Blue Culottes
Short plain **White** Socks
Black leather shoes or **black** joggers*

Boy's Summer Formal Uniform

*Unisex Royal Blue Short Sleeve Shirt
Navy Blue Shorts
Short plain **White** Socks
Black leather shoes or **black** joggers*

Unisex Sports Uniform

*Royal Blue & Gold Short Sleeve Polo Shirt
Royal Blue Micro-fibre Shorts
Short plain **White** Socks
White or **Black** Joggers*

Optional Extras for Sporting Carnivals

*House Shirts
Football Shorts
Lycra Bike Pants/Skins*

Unisex Winter Uniform – Formal and Sports

As above to be worn with

*Royal Blue Fleecy Tunic Style Jumper or
Royal Blue Fleecy Zipped Jacket or
Royal Blue Micro-fibre Jacket
Royal Blue Fleecy Track Pants*

Gender Option: *Plain Navy Tights*

***ROYAL BLUE SOFT BRIMMED SURF HAT TO BE WORN
WITH ALL UNIFORMS***

**ADDITIONAL ITEMS AVAILABLE AT
THE UNIFORM SHOP LOCATED IN THE
CHISOLM BUILDING**



Sun Smart Policy

Rationale

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at school.

With this in mind St Mary's School realises the need to protect children's skin and educate them about Sun Smart behaviour, thus reducing the risk of skin damage from exposure to the sun.

Aims

The policy aims to:

- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- provide environments that support Sun Smart practices
- support practices that support Sun Smart promotion

PROCEDURES

Our school recognises that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year. The purpose of the Sun Smart policy is to ensure that all children attending our school are protected from the harmful effects of the sun throughout the year.

Our commitment

St Mary's School will:

- inform parents of the Sun Smart policy when they enrol their child
- include the Sun Smart policy statement in the school prospectus and website
- increase the amount of shade in the school grounds, where possible, by building shelters and planting trees
- incorporate education programs that focus on skin cancer prevention into the school curriculum
- Provide SPF30+, broad spectrum, water resistant sunscreen in all classrooms
- Require parents to indicate on the school enrolment form if their child is allergic to particular sunscreens
- encourage all teachers and staff to act as positive role models for children in all aspects of Sun Smart behaviour
- ensure that all students and staff wear hats that protect the face, neck and ears, and SPF30+, broad-spectrum, water-resistant sunscreen, when involved in outdoor activities
- encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times

- ensure that our school uniform conforms with the Queensland Cancer Fund Sun Smart clothing guidelines
- ensure that adequate shade is provided at sporting carnivals and other outdoor events
- review the Sun Smart policy annually

Our expectations

Parents/carers will:

- provide a Sun Smart hat for their child
- The Queensland Cancer Fund recommends the following hats:
 - 8-10cm broad-brimmed
 - legionnaire-style
- ensure that their child applies SPF30+, broad-spectrum, water-resistant sunscreen 20 minutes before leaving for school
- ensure that their child's uniform complies with St Mary's School Uniform Policy
- act as positive role models by practising Sun Smart behaviour
- support the school's Sun Smart policy

Students will:

- be aware of the school's Sun Smart policy
- take responsibility for their own health and safety by being Sun Smart
- comply with Sun Smart rules and guidelines by wearing suitable hats, clothing, sunscreen
- apply SPF30+ broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors
- act as positive role models for other students in all aspects of Sun Smart behaviour
- participate in Sun Smart education programs

Source: Queensland Cancer Fund (1997) *Working towards a SunSmart Queensland: a policy guide for organisations*

DAILY ROUTINE

SCHOOL OFFICE

Our school office hours are:

Monday – Friday 8:15am – 3:15pm

SCHOOL HOURS & SUPERVISION

The hours of instruction are from 8:40am – 2:50pm (Prep 2:40pm)

- The children are supervised in the morning from 8:15am in the undercover area – **N.B.** children are unsupervised prior to 8:15am
- The children will be supervised during lunch and recess
- Teachers will also supervise the child as they board the buses each afternoon
- Teachers supervise children in front of the Administration Office awaiting collection after school until 3:15pm

DAILY SESSIONS & BREAKS

- Bell before school 8:35am
- Morning Session 8:40am – 10:40am
- Morning Tea 10:40am – 11:10am
- Middle Session 11:10am – 1:10pm
- Lunch 1:10pm – 1:50pm
- Afternoon Session 1:55pm – 2:50pm (Prep 2:40pm)

TECHNOLOGY ITEMS

HAND HELD DEVICES

Some children travel long distances on public transport to school. We appreciate the value of personal entertainment in this situation. Items such as iPods, iPads, hand-held computer games, etc are to be handed in at the School Office on arrival at School and can be collected on departure.

MOBILE PHONES

Likewise, we understand that mobile phones are necessary for **some** children for safety reasons. These also need to be handed in at the School office on arrival and can be collected on departure.

If the above items are retained by students during the school day, they will be given to Administration. They will only be handed back to the student's parents in person.

CURRICULUM

THE SCHOOL AND ACADEMIC EXCELLENCE

We recognise the value and the importance of study and learning. Thus, we aim to educate each child towards a mastery of the subjects he or she studies, through the acquisition of appropriate academic and social skills and positive work attitudes.

To facilitate the goal of academic excellence teachers will meet regularly to discuss and prepare their teaching programmes.

We use **The Australian National Curriculum** for all curriculum directions.

PARENT INFORMATION EVENINGS

Parent information evenings are held at the beginning of Term 1 to inform parents of:

- An overview of class content
- Expectations
- Other related information

PARENT / TEACHER INTERVIEWS

At the end of the first semester each year we conduct our Formal Parent/Teacher Interviews to coincide with Semester One Student Report Cards. The interviews are offered from 3pm until 8pm on a selected date and the ten minute time slots can be booked online. For longer appointments you are encouraged to avoid this date and to make other arrangements with your child's teacher.

PROCEDURE

At St Mary's the curriculum will fall within the following broad framework:

- Religious Education
- English
- Mathematics
- Science
- The Arts
- History
- Geography
- Health and Physical Education
- Technology
- LOTE – Cultural Literacy – Japanese

The curriculum of each year level is different and may also include thematic or connected Units of work, whereby increased emphasis on a particular curriculum area is possible.

PROFESSIONAL DEVELOPMENT DAYS

For professional development, our Staff is encouraged to attend in-service days during the year. The class programme is continued by employing qualified relief teachers.

RELIGIOUS EDUCATION

AIM

At St Mary's we acknowledge the aim of Religious Education given the Syllabus:

"The aim of the subject Religious Education in Years 1-12 is to develop students' religious literacy in light of the Christian tradition so that they may participate critically and effectively in the life of their faith communities and wider society." (Syllabus p18)

This means that at St Mary's the school programme in Religious Education aims to:

- Develop students' religious literacy – the ability which a student progressively acquires to interrelate and synthesise, through a range of genre and within cultural and social contexts, knowledge, process, communication, attitudes and values, in the light of the Catholic tradition, so as to make meaning and facilitate effective and critical participation in the life of his/her faith community and wider society.

HOLISTIC OBJECTIVES

At the conclusion of the programme it is anticipated that students will have:

- Developed their knowledge and skills regarding understanding and use of the Bible (Scripture)
- An understanding of God, the mystery of Christ within human existence and the role of the Church in promoting the Kingdom (Beliefs)
- A knowledge of prayer and sacraments and their role in nurturing personal and communal spirituality (Celebration and Prayer)
- A knowledge of the foundations of a Christian moral life and the social teachings of the Church (Morality)

THE SCHOOL PROGRAMME

St Mary's has a definite programme of Religious Education based on guidelines issued by the Brisbane Catholic Education Office.

The Assistant to the Principal – Religious Education (APRE), will assist teachers to plan and implement this programme based on guidelines for each year level. Ongoing Catechesis in Sacraments will occur in each year level. Students will participate in the **Sacramental Programme of the Parish**.

The following time line applies:

1. Infants are baptised at the request of their parents, usually in the first year of life and in their home parish. At least one parent should be Catholic.
2. In the year when the children turn eight (Year 3), they are sealed with the gift of the Holy Spirit in the Sacrament of Confirmation administered by the Bishop or his delegate.
3. In the year when the children turn nine (Year 4), they are welcomed to the Lord's Table and receive Holy Communion for the first time. This is the climax of their Christian initiation.
4. A simple celebration of the second rite of the Sacrament of Penance is included as part of the preparation for First Communion.
5. In the year when the children turn ten (Year 5), they are prepared to celebrate the Sacrament of Penance with individual confession and absolution (the first rite). This builds on the work of the previous year as they take the second step and learn in greater detail what it means to examine their conscience.

School liturgies will be celebrated on certain feast days and special occasions. The children will celebrate class masses, prayer celebrations and reconciliation regularly. Formal and informal prayer is a feature of daily classroom life.

PARISH PRIEST'S ROLE

Because of pastoral concern, the Parish priest has an important function in relation to staff, children and families in the Parish School. As priest, he is interested in every aspect of the life of the school. As the Church's Liturgy is an essential means of fostering the growth of each child towards Christ, the Priest will celebrate school liturgies, work with parents and staff, and administer the Sacraments at the level of the children's understanding and readiness.

The School and Parish are dedicated to Mary, the Mother of Jesus. We celebrate the feast of Mary, Help of Christians, who is Patron Saint of Australia (Feast Day 24th May), as the special school Feast Day for Mary.

- The Assumption – 15th August
- St Mary of the Cross Day – 8th August
- Holy days, national and religious feast days are used as happy and joyous occasions to help transmit culture and ethos.
- Attendance at weekly whole school Mass
- Participation in Class/Whole School Liturgies of the Word
- Crucifixes, pictures, statues and other religious items are displayed in prominent parts of the school. The religious significance of these objects is taught to the children and they are familiar with the stories of the lives of those they represent.
- Our School Policy states that it aims to provide a model Christian community within the school, which will allow the children to live out the Christian values they are learning at home and at school. So if our children are to be brought up with an attachment to the Church, it is for the parents and the Catholic school as their education agent, to provide the children with the cultural background and knowledge of the past and of the present to inspire them in the challenge to live out their faith within this Catholic tradition.

LIBRARY & TECHNOLOGY RESOURCES

LIBRARY

It is the aim of St Mary's School Library to provide an educational resource service for the school community.

St Mary's Library:

- Assists in the development of information technology
- Provides guidance in the development of reading skills/enjoyment and literature appreciation
- Provides special resource services to classroom learning programmes through print and electronic materials
- Provides resource services for the professional development of teachers
- Provides use of library areas for curriculum activities in the school
- Locates relevant resources for school based curriculum
- Creates a stimulating environment and offers the opportunity to use leisure time constructively
- Liaises with community and government agencies to ensure use of all available resources for the school's education programme.

TECHNOLOGY

At St Mary's School we have a comprehensive state-of-the-art computer network providing each classroom with access to the internet, the library automation system, reference CD's and e-mail. In addition, computers have a range of software for various classes.

Children use computers to their potential in their class work but the context is always the same.

"While computers are possibly the most exciting aid to impact on education, the focus of teaching in primary school is the child."

All classes are equipped with interactive whiteboards and class sets of laptops. The Early Years Classrooms have iPads for use.

The library has an automated cataloguing system, which allows children to conduct detailed searches for books they may require. For the younger children this can be done using a graphics interface so they can search the subject headings by selecting a picture of what they would like to learn about.

INCLUSIVE EDUCATION

POLICY

At St Mary's School we acknowledge that individuals develop at different rates and recognise the uniqueness of each child through positive reinforcement of personal achievement.

PROCEDURE

Through early interventions, children whom teachers identify as having special needs will be referred to the Inclusive Education Teacher. Parents are notified when such a referral is made. The Inclusive Education Teacher will assess the child to determine a plan of action within the school or a process for further referral, which may at times require parent intervention as well.

We support children with special needs from Preparatory to year six. These include:

- The learning delayed
- Physically impaired
- Emotionally and socially impaired
- Gifted children (arts, sports, music and academic)

Teachers of children with special needs, integrated within the classroom, have at their disposal:

- Learning programmes (sometimes individual)
- Resources (eg. kits etc)
- Information from or liaison with specialising agencies
- Professional support (including an extension teacher)
- Assessment procedures

HOMework

ASSUMPTIONS ABOUT HOMEWORK

At St Mary's we believe that homework:

- is important for all grades from 1 – 6
- communicates to parents and acknowledges their partnership in the education of their child
- consolidates and revises work taught in the classroom
- develops good routines and study skills in the student

Principles underlying a classroom Homework Programme:

- homework is a reflection of current work
- to achieve long term goals, homework needs to be regular
- homework needs to be manageable for teacher, student and family
- homework set needs to acknowledge and be supportive of the teacher/parent partnership in education

EXPECTATION

A classroom homework programme will incorporate the following for –

Teachers:

- clear expectations for completion of homework given by teachers
- the homework set is supported through the classroom
- all homework set is followed up e.g. corrected

Students:

- homework set must take into account
 - individual needs and maturity
 - varying ability to complete homework according to individual's special needs

Parents:

- Homework set must take into account
 - A family's differing capacity to manage and support a homework programme
 - The opportunity for parents and teachers to negotiate according to needs

DISTRICT SPORTS

An overview of our school's involvement in District Sports

Age applicable students have the opportunity to be selected to participate in the following district sports throughout the school year:

- Swimming
- AFL
- Netball
- Rugby League
- Soccer
- Cross Country
- Touch Football
- Tennis
- Softball (girls)
- Athletics
- Cricket

Age applicable students from will be asked to nominate themselves for selection in the following team sports throughout the school year:

- AFL
- Netball
- Rugby League
- Soccer
- Touch Football
- Tennis

They will be given the opportunity to display their skills in trials. Students will be selected on the basis of their ability and dedication to training.

There are a few sports that the district does not participate in. These are Hockey, Golf, Basketball, Softball (boys). However, children who have exceptional skills in these sports may be asked to nominate at the regional level.

Students who wish to nominate themselves for cricket and/or softball will trial as an individual (the school is not required to nominate a full team).

Classroom and general behaviour will also be taken into consideration when selecting students to represent our school at the district level.

SCHOOL DISCIPLINE POLICY

PHILOSOPHY AND RATIONALE

We, the staff of St Mary's, want our students to grow to a maturity of conduct that reflects a sense of responsibility and that demonstrates self-control.

This policy is set down so that children, parents and teachers are clearly aware of the appropriate conduct that is expected of all children who attend St Mary's School. It outlines the course of action that is to be taken when a child does not maintain appropriate conduct. Central to the policy are three expectations.

These are:

- Be Safe
- Be Respectful
- Be a Learner

The Rationale of this Policy is:

- To promote a school climate where the children experience friendliness and co-operation with their peers and with their teachers
- To promote a positive attitude towards learning
- To enhance the development of a positive self image
- To facilitate the learning of self discipline and responsibility through a reasonable and predictable response to any inappropriate behaviour
- To ensure the school's Mission Statement is clearly witnessed and the Christian values of Justice, Love and Respect are fostered
- To ensure a consistent approach to student management is adopted by all staff
- To encourage children to see themselves as an integral part of the environment
- To foster safety and a sense of security and well being for the children in our care

Our School Mission Statement says:

"We want our children to enjoy School through positive interactions with adults and other students in a happy and safe environment whereby they develop a sense of achievement, pride in their school and a healthy self-esteem. We have developed a Matrix of expected behaviours and consequences".

At the beginning of the school year, these behaviours are explicitly taught so that the children are fully aware of the expectations.

Below is a summary of the other components of our Positive Behaviour for Learning Policy.

RESTORATIVE THINKING ROOM

- When sent to the RTR children have their name and reason recorded
- In the RTR the children work on a reflective sheet encouraging them to think about their behaviour and future responses
- We use Restorative Justice Practices to encourage the children to reflect upon how their actions have affected others and how to make restitution for their actions
- If the children are there to complete work, they do so
- If a child is sent to the RTR more than five times, they have an interview with a member of the Administration team and a letter is sent home to parents informing them and offering them the opportunity to work with the school to prevent any further misdemeanours
- The time frame in the RTR is 1:20 – 1:50pm
- Children wait in a designated area for the teacher on duty

BULLYING

- St Mary's has a zero tolerance of bullying
- We have an Anti-Bullying Policy
- We have an educational programme throughout the school so the children are very aware of our "*no bullying*" policy
- If a child has received two RTR slips for bullying, they have an interview with a member of the Administration team and a letter is sent home to parents

We hope that this information clarifies what we do at school to help ensure that all of our school community work together in a safe and happy environment.

GENERAL INFORMATION

PARISH POSTAL ADDRESS

St Mary's Catholic Parish
1 Bromelton Street
Beaudesert Qld 4285
Phone: 07 5541 1068
Fax: 07 5541 4605

MASS TIMES

St Mary's	Saturday – 6:30pm
	Sunday – 9:30am
2 nd & 4 th	Sunday – 5:30pm
Eagle Heights	Sunday – 7:30pm
Canungra	Sunday – 9:00am

PARENTS & FRIENDS ASSOCIATION (P & F)

The Parents & Friends Association holds monthly meetings held in the School Administration Building on the third Wednesday evening of each month. All parents and members of the community are encouraged to attend these meetings.

The aims of our school's Parents and Friends Association are:

- To provide an avenue for parents and supporters to work with the school administration to enhance the children's education.
- To give parents and friends the opportunity to meet and work for the welfare of the school.
- To conduct some fund-raising activities to assist in providing financial support for special major projects, sporting equipment, library needs as well as general maintenance, including school grounds and equipment and the extras that cannot be met through school fees.

Working bees are organised for all parents from time to time during the year.

TUCKSHOP

The Tuckshop is open 2 days, Monday and Friday for both Morning Tea and Lunch. It provides a summer and a winter Menu throughout the school year. A price list will be sent home at the beginning of the year and updated as necessary.

The prices of goods vary from time to time but parents will be notified through the School Newsletter, of any price changes. Updated tuckshop price lists will be regularly available. You are required to order Tuckshop using a paper bag for both Morning Tea and Lunch. You are encouraged to assist on a helper's roster.

PARENTAL INVOLVEMENT

An increasing amount of what is being done in our school today requires parental involvement. We see this as a great assistance to our pupils who, at this age, fortunately love to have Mum and Dad doing something for them or supporting them in some of their educational adventures. To help us provide the best possible education for our children, your involvement as parents is welcomed.

Help at school can be provided in many ways:

- Assisting the teachers with reading, craft, sport or any area of the curriculum that you are strong in or enjoy
- Assisting in the library
- Assisting with transport when required
- Helping out in the Tuckshop
- Attending working bees at the school
- Support-a-reader programme
- Class parent representative

VOLUNTEERS

- If you help out at school on a regular basis, Government legislation requires you to read our Volunteers handbook and sign the Volunteers register. You are also required to obtain a Volunteer Blue Card.

VISITOR'S PROCEDURE

- All visitors to the school **MUST** report to the Administration Building to sign in.
- Visitors will be issued with a **VISITOR'S BADGE** and this must be displayed at all times while on the school premises.
- When visitors leave, they are to return the badge and sign out.

These regulations apply to the following people in particular:

- Parents who help in classrooms
- People collecting children early from school, for appointments etc, you are no longer permitted to go straight to the classroom
- Vendors
- Sales Representatives

CAR PARK PROTOCOL

Drop off and pick up times can be very busy. It is extremely important to follow all rules when transporting your children to and from school. The speed limit to be strictly observed is 10kph.

BROMELTON STREET BUS ZONE

This area is a designated bus zone. Parking in this zone is prohibited both morning and afternoon.

PREP CAR PARK

Parents of Prep children are permitted to park in this area as Prep children need to be signed in and out by their caregivers. This area can also be used as a quick drop off zone. When leaving this park you are to take a left hand turn and drive to the end of the driveway to the main car park area. You are to loop back around to exit the school via the main driveway.

MAIN CAR PARK

The main car park in front of the Church and Administration Building is a one-way loop. When parking your vehicle it should face the buildings. The back line (oval side) is for four wheel drive vehicles. The car park is not a quick drop off zone – you are advised to pull up and park your vehicle safely.

PEDESTRIAN PROTOCOL

PEDESTRIAN CROSSING

St Mary's School has only ONE MARKED CROSSING at the main car park. All pedestrians are to use this crossing. Our crossing supervisor is on duty every morning and afternoon to ensure the children cross safely.

PREP to KINDY CROSSING

This crossing is for Kindergarten children.

CROSSING PROTOCOL

At drop off each morning the crossing is supervised. Children are to pay attention to traffic and cross quickly and carefully when given the all clear by the supervisor.

Running across is most definitely prohibited.

Parents/Caregivers crossing the road from the car park after the end of day school bell are asked to wait for the supervisor to sound the whistle. Leading by example is often the best lesson for a child to observe. All pedestrians are to wait in front of the yellow line on the Admin side of the crossing for the Supervisor to sound the whistle. Children are not permitted to cross until the person collecting them has parked their vehicle.

BEFORE AND AFTER SCHOOL CARE

EARLY DROP OFF

Children will be supervised in the Undercover Area from 8:15am until 8:35am each morning. Prior to this the children will be unsupervised and are to sit and wait quietly in the undercover area.

LATE PICK UP

Children will be supervised in front of the Administration Building until 3:15pm each afternoon. After this time children who remain will be unsupervised and are to sit and wait quietly until they are collected.

OUTSIDE SCHOOL HOURS CARE (OSHC)

You are encouraged to enrol your children into our OSHC facility on a just in case it is needed basis. Application Forms can be collected from the OSHC Office situated in the School Hall. Children who are still waiting after 3:30pm will be escorted to OSHC at your expense.

This will be at a cost to you unless you have notified the office staff of your situation – i.e. vehicle breakdown, traffic holdup, emergency situation. If this is the case the children are permitted to stay in front of the office until your estimated time of arrival within reason.

HEALTH

POLICY

At St Mary's School we value care and compassion and will administer to the physical and emotional needs of all members of St Mary's School community.

PROCEDURE

Each child should have his/her medical information completed on the enrolment form. This information is updated annually. However, it is the parents' responsibility to ensure that all the necessary details are recorded in full and that the school office is notified immediately of any changes in circumstances such as home address, medical conditions, emergency contact persons and phone numbers.

In the case of minor accidents, the staff will administer suitable first aid. In the event of serious injury, parents will be contacted immediately and appropriate medical assistance sought.

PRESCRIBED MEDICATION

Prescribed medication will only be administered under the following conditions:

- Parents must complete the Medication Authority at the school office
- The medication should be forwarded to the school in the original packaging with clearly marked instructions. All medication will be kept in a secure place in the school office until required. No medication except asthma inhalers are to be kept in the classroom
- It is the responsibility of students/parents to collect unused medication
- Parents must notify the school in writing if students are to keep asthma inhalers in their possession

NON-PRESCRIBED MEDICATION

- Non-prescribed oral medication including Panadol/Aspirin will not be administered without a completed Medical Authority

INFECTIOUS DISEASES

The current regulations of the Department of Health concerning re-admission of pupils who have had an infectious disease will be followed.

Conditions	Exclusion of Cases	Exclusion of Contacts
Gastroenteritis (gastro)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus Influenza Type B (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes Simplex (Cold Sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded

Conditions	Exclusion of Cases	Exclusion of Contacts
Impetigo (School Sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary
Measles*	Exclude for at least 4 days after onset of rash Immunised contacts not excluded.	Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria – other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis* (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella* (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Conditions	Exclusion of Cases	Exclusion of Contacts
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary
Streptococcal Infection (including Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid Fever (including paratyphoid fever)	Exclude until approval to return has been given	Not excluded unless considered necessary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required and only for the period specified	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

* Vaccine Preventable Disease (VPD)

EARLY YEARS' POLICY

POLICY STATEMENT

In alignment with the Archdiocese of Brisbane, Catholic Education Council, Early Years Policy (2001), St Mary's School is committed to:

- Ensuring, continuity of learning for every child across the Early Years
- This will be achieved through:
 - the provision of a holistic, outcomes based curriculum which is responsive to each child's diverse and unique spiritual, social, emotional learning and developmental needs and circumstances
- Continuity of learning will be enhanced through:
 - the establishment and maintenance of effective, collaborative partnerships within the learning community together with the incorporation of relevant and meaningful active learning experiences

For St Mary's School community this involves:

- Development of social skills that model and reflect appropriate school behaviours
- Building strong foundations in literacy and numeracy
- Providing a range of early intervention strategies
- Nurturing spirituality and faith development

INTRODUCTION

The holistic development of the child in the Early Years provides a strong foundation for success throughout life. The term *Early Years* refers to the years of schooling from Preparatory to Year 3.

At St Mary's our teachers are committed to collaborative partnerships to ensure continuity of learning across the Early Years. This is linked to our Mission Statement:

"We want to provide our children with optimal learning experiences by the provision of quality surroundings and resources so that all students are challenged to strive for excellence irrespective of their individual differences".

The Roles of the Lifelong Learner within the BCE Learning Framework form an integral component of teaching and learning in the Early Years at St Mary's.

The planned learning outcomes are linked to the Indicators of Successful Learning in the Early Years. (See Early Years Guidelines)

RATIONALE

- To acknowledge and support parents as the primary educators of their children
- To give the children the skills to celebrate their uniqueness and to develop social, emotional and behavioural well-being
- To ensure the children's sense of self and sense of God is based on love, kindness, patience, dependability and trust, ideally modelled by all members of the school and faith community
- To use purposeful play and active participation to enable all children to experience success in learning
- To provide flexible, supportive and encouraging environments
- To encourage ongoing development of effective partnerships with staff and parents

- To develop consistency and continuity across the Early Years
- To continue the connectedness as children make various transitions throughout their schooling
- To continue professional development of staff across all Key Learning Areas
- To celebrate community, the environment and the curriculum

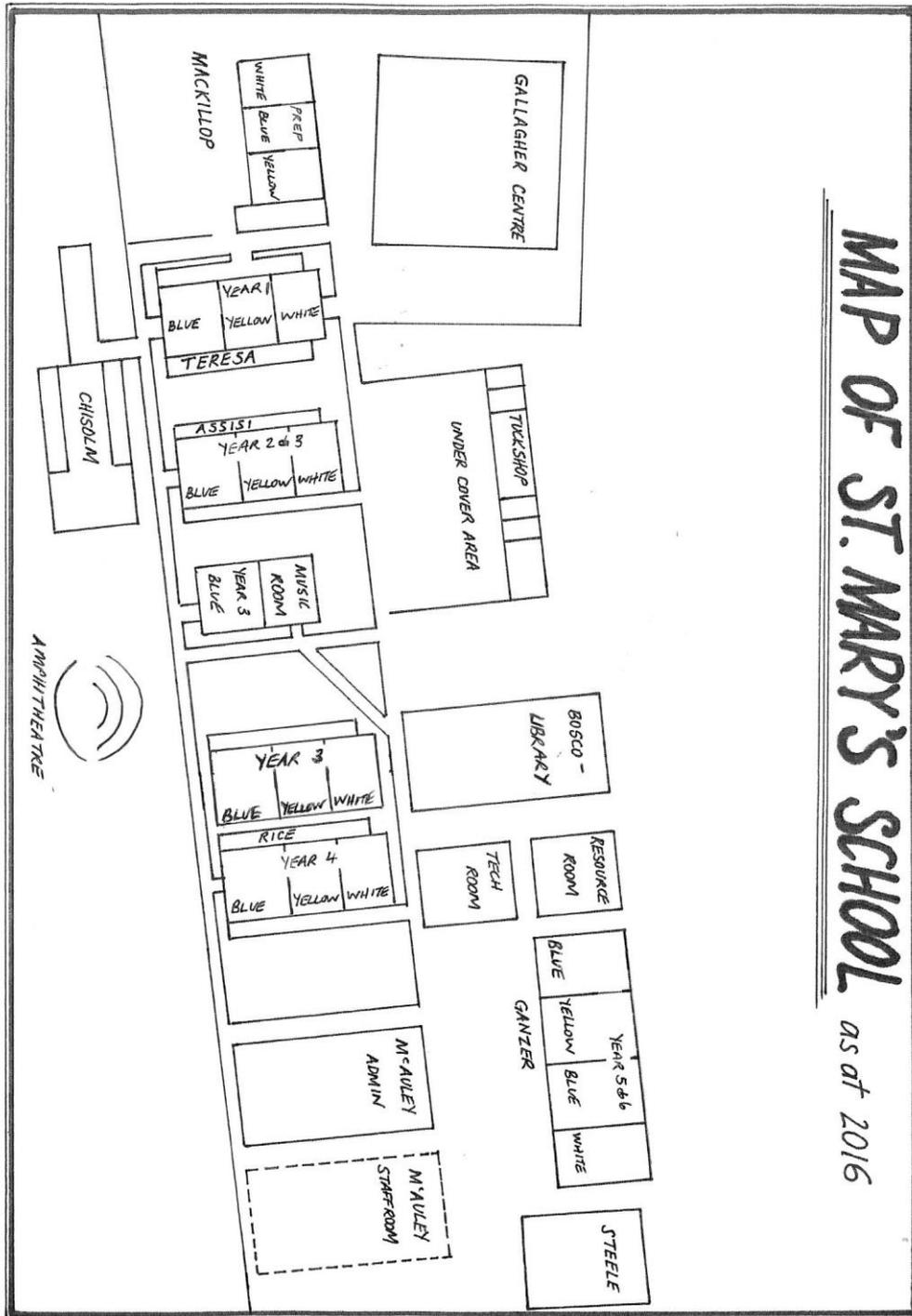
At St Mary's we will:

- Establish and support effective partnerships with children, parents/carers and other professionals
- Support open communication between school and parents/caregivers
- Recognise and nurture the faith journey of each child
- Create learning environments that give every child the opportunity to experience success
- Provide safe and developmentally appropriate indoor/outdoor learning spaces
- Provide child centred learning opportunities for the development of lifelong learners
- Promote the continuity of P – 3 curriculum and philosophy
- Support networking of teachers across the Early Years to ensure continuity and ease of transition
- Provide professional opportunities for staff to ensure the best teaching/learning opportunities are provided
- Establish appropriate budgetary allocations to ensure adequate resourcing

ST MARY'S BUS ROUTES

Bus Company	Contact Name	Contact Phone	Areas
Beaudesert Bus Services (Logan Coaches)		5541 3432	<ul style="list-style-type: none"> • Beaudesert Township • Beaudesert Country Club Estate • Gleneagle – Birnam Range • Sandy Creek (Josephville) • Cryna • Kooralbyn • Canungra • Tamborine Village
Geben Motors	Steve Van Hoeyen	5541 1340	<ul style="list-style-type: none"> • Kerry
Nindooinbah Bus Service	Graham Watt	5541 3222	<ul style="list-style-type: none"> • Nindooinbah
Sunhill Buses	Ned Hill	5541 0101	<ul style="list-style-type: none"> • Rathdowney • Christmas Creek
Park Ridge Transit		3802 1233	<ul style="list-style-type: none"> • Mt Lindesay Highway • Cedar Grove • Woodhill • Allenvue • Veresdale • Veresdale Scrub

MAP OF SCHOOL



MAP OF ST. MARY'S SCHOOL as at 2016

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