



Parent Handbook 2025



Welcome

Saint Mary's school warmly welcomes you and your family. We trust you will find us approachable and open. We are here to help you in your very important role as educators of your child. We are committed to the intellectual, spiritual, physical, emotional and social needs of the children in a loving Christian environment. As a Catholic school we particularly aim to enhance their spiritual needs, in partnership with parents.

Saint Mary's is a Catholic school rich in the traditional values of family involvement and quality education, which are based on Catholic values and ethics. We are very proud of the dedication and commitment of our staff. Their professional approach and shared beliefs about learning is measured by the strength of the curriculum.

Currently we have 181 students from Foundation to Year 6. Saint Mary's School is a happy place where we care and nurture each and every child. Our teachings are based on values where we believe everyone is treated with respect and dignity. We are very proud of our warm caring and nurturing environment.

Here at Saint Mary's we endeavour to provide opportunities for students to develop their unique gifts, talents and personalities. We encourage initiative, a sense of responsibility and leadership. We continually aspire to provide quality learning and effective teaching and learning strategies which will empower our students to become successful lifelong learners. We aim for our students to be confident and creative and show a keen enthusiasm for learning.

Our families are a core element within which our school defines our purpose and means of existence. The Church's clear teachings affirm that parents are the first educators of their children. In sending your child to Saint Mary's Catholic Primary School, you have chosen to share the educational responsibility of your child to ensure their integral formation. Partnership is a key theme. Parents and the school with support from the parish are mutually responsible for the maintenance and development of this partnership.

We are blessed with a wonderful degree of parental support for all activities and program requirements with parents assisting with reading, cooking, mathematics, sport days, supervision of excursions of all types – our school continues to be a vibrant centre of learning. The school depends entirely upon the caring people for whom it exists. We are blessed with generous, thoughtful and selfless people in our school community.

We invite you to be a special member of our school family where your involvement will be valued and appreciated.

Brett Morris
Principal





Contact Us...

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Sale Victoria 3850

Telephone: 03 5144 1780

email: principal@stmarysale.catholic.edu.au
website: www.stmarysale.catholic.edu.au

Principal: Mr Brett Morris
Deputy Principal: Mrs Nicole Telfer
Religious Education Coordinator: Miss Amy Goldsmith

School Administration: Mrs Judith Hay
Finance Administration: Mrs Michelle Fairweather
schooladmin@stmarysale.catholic.edu.au

Presbytery
Very Reverend Francis Otobo
Assistant Priests Fr Jithin Anto & Fr Mark Hughes
Telephone: 03 5144 4100





Our Vision

St Mary's School is a welcoming and inclusive community where:

- a quality Catholic educational environment exists that is strengthened through school, family and parish partnerships.
- the social, emotional, moral, spiritual and physical wellbeing of our students is pivotal to student health, safety, learning and success.
- staff and students are challenged to extend their learning in a safe and supportive environment.
- individuality is celebrated and the wellbeing of students, staff and families is promoted.

Our Mission

St Mary's School exists to serve the families of St Mary's Parish, Sale. Mindful of the rich heritage of Sisters of Sion and the Sisters of St Joseph of the Sacred Heart our school is committed to our Catholic tradition and enlivening the Gospel in the community.

As such the teachings and example of Jesus Christ permeates all aspects of school life; relationships and learning.

St Mary's is a vibrant Catholic community where diversity is celebrated, success is acknowledged and all are empowered to achieve.

Child Protection & Safety

At St. Mary's we acknowledge and understand that child safety is the responsibility of every person and is an integral aspect of student wellbeing. We aim to work collaboratively with parents, students and other community members to ensure a safe school environment.

Our commitment to the protection of students is based in our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment. All students have the right to expect that the school will always act to protect them from any kind of harm.

Please refer to our website for all Child Safety Policies and links to the Government PROTECT website.

<http://www.stmarysale.catholic.edu.au/our-school/46/p/child-protection---safety/>



Fees & Levies

St Mary's Catholic Primary School operates from funds received from the Diocese of Sale Catholic Education Ltd, Warragul, whose income is derived from Federal Government and State Government Grants; School fees which are set by the DOSCEL each year; Annual Student levies per child which cover the use of classroom stationery, photocopying, text books, audio visual equipment, Library, swimming, cultural activities, camp etc. Income is also derived from Fundraising by the Parents' and Friends' Association or pupils, which is used mainly for equipment and special projects and grounds up-keep.

For 2025 the School Fees and Levies are:

1 child	\$1680 per year
2 children	\$2385 per year
3 or more children	\$2755 per year
Building Levy	\$380 per year (per family)
Magazine	\$45 per family

Each parent is asked to consider seriously their obligation to support the system by paying full school fees as well as giving time and services to Parents' and Friends' activities.

Fees are set each year, these amounts are subject to change.

Each Class also has a Student Levy which is added to your account at the start of the year.

Year Foundation	\$610 (includes swimming, ICT, curriculum levy)
Year 1	\$600 (includes swimming, ICT, curriculum levy)
Year 2	\$600 (includes swimming, ICT, curriculum levy)
Year 3	\$600 (includes swimming), ICT, curriculum levy
Year 4	\$850 (includes camp & swimming, ICT, curriculum levy)
Year 5	\$1050 (includes camp & swimming, ICT, curriculum levy)
Year 6	\$1075 (includes camp & swimming, ICT, curriculum levy)



Fee Concession

If you have already received Fee Concessions in the previous year, then to receive the Fee Concessions in 2025 all you need to do is present your relevant Health Care Card to the office on the first day of school 2025. This is most important.

If you are not receiving the fee concession and you have a valid Centrelink / Health Care Card then come to the office and we will give you the necessary forms to fill in to apply for the Fee Concessions in 2025.

Also any family that is experiencing financial hardship during the year should apply immediately for a pro rata concession for the remainder of the year.

Payments

School Fees and Levies are charged annually with the option of paying in full, by term instalments, fortnightly or monthly direct debit. Full year fees and levies are invoiced in Term 1.

If you intend to pay in full or by term instalments please adhere to the “Due Dates” on the School Fees 2025 Notice. All families are asked to fill out and sign a School Fees Payment Arrangement Form each year and are encouraged to pay by Direct Debit. Direct Debit forms can be obtained from the office.

Please contact the Principal or the Finance Officer if you wish to make other payment arrangements.

BPay and Direct Debit, Credit Card facilities are available for the payment of fees. Parents may choose to set up periodical deposits directly into the school account. If you choose this method of fee payment, please contact the Finance Officer who can furnish you with the correct banking details.

It is the right of every Catholic child to attend a Catholic School if practical; therefore no Catholic child will be disadvantaged because of the parents' financial situation. Therefore should a difficulty exist, kindly arrange a meeting with the Principal to discuss possibilities. Be assured of understanding and strict confidentiality.



Enrolment Policy

Please view our enrolment policy on our school website. A hardcopy can also be obtained from the school office.

Statement re Australian Democratic Principles

Please view our Statement re Australian Democratic Principles on our school website. A hardcopy can also be obtained from the school office.

Curriculum

The Victorian Curriculum framework is outlined below:

LEARNING AREAS/ SUBJECT DISCIPLINES	CAPABILITIES
The Arts Dance Drama Media Arts Music Visual Arts Visual Communication Design English Health and Physical Education The Humanities Civics and Citizenship Economics and Business Geography History Languages Mathematics Science Technologies (Design and Digital technologies)	Critical and creative thinking Ethical Intercultural understanding Personal and social capabilities



Specialists

Saint Mary's offers specialists and programs appropriate to the needs of our students including the following:

- Literacy & Numeracy Leading Teachers
- Student Wellbeing
- Learning Intervention
- LOTE – Italian
- Physical Education
- Swimming
- Art
- Library Technician
- Music Program
- STEM Science, Technology, Engineering & Mathematics

Assessment

The Saint Mary's Assessment Schedule monitors children's needs and progress through:

Comprehensive A-E Reports twice a year
Yearly Pre and Post Assessment – Literacy/Numeracy
Mid year parent – teacher interviews
NAPLAN
PAT - Progressive Achievement Tests
Ongoing daily/weekly/monthly assessment
Individual Learning Plans (where required)
Student Portfolios

Student Reports go home with children at mid-year and then again at the end of the year. Where parents are separated, as long as we have details for each parent, a copy will be provided for each parent.



Religious Education

As a Catholic school Saint Mary's Catholic Primary School continues to promote our catholic traditions and faith through the religious dimension in the educational climate, the personal development of each student and the relationship between culture and the Gospel.

In the area of religious education Saint Mary's Catholic Primary School operates under the guidelines of the Diocese of Sale Religious Education Curriculum P-12 "To Live in Christ Jesus".

Religious Education in the Diocese of Sale is based on the following principles:

Religious Education as the lived experience of the school community in support of the Mission of the church and the work of the parish:

- develops an awareness of God, self, others and the world through an intellectual and spiritual journey in the context of the Catholic Tradition
- opens possibilities of personal meaning-making
- invites a relationship with the Risen Lord in the context of community
- is attentive to the interior, spiritual, reflective capacities and dimensions of students and staff
- offers reflective learning opportunities within and beyond the classroom: a sequential P-12 course of study
- promotes Post Critical Belief through a recontextualisation of the Catholic Tradition in dialogue with other faith traditions and life philosophies
- offers a systematic, holistic and comprehensive religious education environment which includes the prayer, liturgical and sacramental life of the school, opportunities for retreats and reflection experiences, community outreach, social action and justice programs and the embedding of a Catholic perspective or Catholic world view across the whole school curriculum.

Saint Mary's Catholic Primary School shares in the preparation of students in the Sacraments of Initiation with both families and parish within the family centered, parish based and school supported Sacramental Program.





Pastoral Care

At St Mary's Primary School we are truly concerned for the well-being and development of each person and this makes the school a happy and safe environment for each. *This is our Religious Education in action.*

It facilitates children's specific needs while emphasising the Christian values- of self-esteem, respect for self and others, self discipline and resilience.

Special Celebrations

Opportunities occur throughout the year for children to display peer support, school spirit and Christian values through school assemblies, feast days, book week, educational displays, sacramental celebrations, competitions, graduation, senior citizens visits etc. Notice of these events is given in the Newsletter and where possible on the Term Calendar. All students are expected to participate enthusiastically.

Commemorative Occasions

Local celebrations and special days eg Anzac Day, Remembrance Day, afford opportunity for civic and national pride, and community service. Parents are strongly urged to positively influence children to participate with school spirit and pride on these occasions.





Leadership

Leadership Roles which are encouraged at all ages include:

- School, House and Service Captains
- Student Representative Council
- School Captains
- Year Six & Foundation Buddies
- Student Mentors

Homework

The school expects the support of parents in the area of homework. You can help by:

Being interested and supportive

Setting a regular time for homework (directly after school is often a good time)

Giving priority to homework each night (Grade 2 children and older) and ensuring that it is of an acceptable standard re: neatness.

Foundation

Work will be of an informal nature designed to be fun and family oriented. It will generally take the form of finishing off sheets, making vocabulary lists, collecting things etc.

Grade One

Homework will consist mainly of reading, but on occasion children will be instructed to take home incomplete work. Homework may also consist of finding out something when they go home eg. remembering to ask mum or dad a question. The children are also encouraged to take home their word lists to practise spelling words.



Grade Two

Homework consists of reading, maths or spelling. Reading will be expected to occur every night, whereas maths and spelling homework will be set during the week.

Grade Three

This homework will be in the form of worksheets, exercise from their maths book, sheets from their spelling book and finishing work not completed during class time. In addition tables, reading, spelling and story writing. From time to time homework will take the form of Religious Education worksheets.

Grade Four

Set homework consists of reading, tables and spelling. If homework is not set, the children should get into the habit of reading every night. Activities from their reading should also be attempted; these activities will be set out for the children.

Grade Five

Set homework and private study eg. tables, spelling words, RE sheets, research projects
Reading each night (mum and dad should take some interest in book selection and should listen ensure book is of the correct standard)

Grade Six

Set homework and private study eg. tables, spelling words, RE sheets, research projects
Reading each night (mum and dad should take some interest in book selection and should listen ensure book is of the correct standard)



Library and Bookclub

All children borrow books regularly from the school library. Children have regular times for borrowing from the school library. All children must use the Red library bag for borrowing and returning books. Lost or deliberately damaged books must be paid for at replacement cost plus processing.

Bookclub is organised by Ashton Scholastic for Years Foundation to 6 eight times a year. Children receive an order form with titles suitable for their age group. On receipt of the order and money, a school order is placed and books are distributed approximately seven days after the closing date. The School Library receives commission vouchers on all sales.





Sport

Sport and Physical Education are an integral part of the school's curriculum and all children are expected to participate unless a medical certificate is forwarded explaining exemptions.

All children require the regulation sports uniform which is worn in full on sports days (Wednesday and Friday).

In all sporting endeavours maximum participation and the development of sportsmanship are emphasised and encouraged.

All children are organised into school houses which compete for points. Houses are named after Saints and are identified by their colours:

- | | |
|-----------------|--------------------|
| St Peter | Red House |
| St Anne | Blue House |
| St Paul | Green House |

Swimming, athletics and cross-country running skills are programmed in preparation for annual school, district and inter-school level competition carnivals, and children are also able to enjoy friendly sports matches with local schools.





Daily Timetable

8.30	Playground supervision
8.40	Children unpack
8.50	Bell rings, children begin class
10.50	Recess
11.20	Recess ends
12.45	Eating lunch
1.00	Lunch
1.40	End of lunch
3:10	Bus Bell rings
3.15	Final bell
3.30	Supervision ends

Attendance and Supervision

Children should attend school regularly and punctually on all school days, unless a serious reason warrants their absences.

School classes commence at 8:50am and finish at 3:15pm. Students should arrive prior to this, but not before 8:30am. The bell goes at 8:50am when students may enter their classroom. Students will be supervised from 8:30am in the morning and until 3:30pm in the afternoon.

Please be mindful that staff are committed to meetings and classroom planning outside of these hours and supervision becomes difficult.

St Mary's grounds are open to enrolled students on stipulated school days during supervised times only. The playground is supervised from 8.30 am to 3.30 pm each school day. Children are not permitted to use the school grounds on weekends or during the school holidays.

All absences must be notified to the school by 9am on the morning of the absence. Parents are asked to report any absentees via their Parent Access Module (PAM) account or email/phone the school if necessary. Unexplained absences will be followed up with a SMS message to parents by recess.

A letter from parents must be sent to the Principal accepting responsibility for the child's welfare if special leave is required, or it is necessary for children to arrive or depart outside the supervision times.

During school hours, all children must be signed in/out of the school if leaving during school times for appointments/early. The Student Attendance Book is located at the School Office.



Car Travel

Parents transporting children by car are requested to park legally between flags or signs and to encourage children to observe road safety rules. Children must use the designated school crossings at all times.

Bike Travel

Children below Year 4 are not advised to cycle to or from school on their own. If a student younger than Year 4 is required to cycle to and from school they should do so **under parent guidance**. Bike riders are encouraged to travel together rather than individually. Helmets **must be worn** at all times.

It is the responsibility of the parent to ensure that their children have adequate skills and road awareness before allowing their children to ride to school.

All parents of children riding a bike to school are required to complete a "Bike Riding Agreement". These forms are available at the School Office and should have a detailed map denoting the safest route to school.

Skateboards, scooters and rollerblades are not permitted to be used for the journey to and from school.

Variation to Routine

Whenever there is to be a change in the normal routine, the child needs to be made aware of the change, this fact should be conveyed to the teacher or principal in writing. Young children often forget what they were told at breakfast.

Supervision

This is done very diligently by all teachers from arrival to departure of children as stated in school hours and is an expression of our pastoral care and discipline.



Lost Property

To save the time and expense, please label all property clearly. Please check the lost property bin in the Open Area for any missing items. Unclaimed articles are eventually given to a charitable organisation or sold as second hand items.

Expensive toys and electronic equipment are not permitted at school. The school will not take responsibility for such items.

School Uniforms

The school uniform is compulsory. Parents are asked to ensure that their children maintain the high standard of dress and appearance of our school. This can be done by ensuring that the correct uniform is worn on the appropriate days.

Sports Uniform is to be worn on Wednesday and Friday and nominated sports days ie: Swimming Sports or Athletics Sports.

The summer uniform is worn in Terms 1 & 4, winter uniform is worn in Terms 2 & 3. Hats are compulsory between September 1 & April 30.

Jewellery is not permitted except for small sleepers and studs for students and small articles of Catholic religious jewellery after consultation with the Principal. Students are to have one piercing in each ear lobe only. Body piercing for all students is not allowed. The use of cosmetics including nail polish or false nails is not permitted.

Extreme styles of haircuts are not permitted. Hair colouring is not permitted. Students are permitted to have longer hair but it must be tied back at all times to prevent distraction from learning, support health/hygiene practices and minimise the risk of injury while on the playground.

Coloured hair bands, combs, ribbons and all headwear must be in school colours. Students should have no more than two braids in their hair. Hairstyles should always be in keeping with a child's age and purpose.

If circumstances exist, which prevent a child from wearing their correct uniform, then the parent/s or guardians must inform the Principal immediately.

School uniform items are available from our school supplier:

Noddy's Menswear 281 Raymond Street, Sale 5143 0444

School Hats, Chair Bags, and Swimming Bags are available for purchase through the school uniform shop. Cash and cheque accepted. The school uniform shop does not have EFTPOS or credit card facilities however you can pay using our online ordering facility CDFPay.



Girls	Boys
<p>Summer Uniform – Term 1 & 4</p> <ul style="list-style-type: none"> • Blue check school dress OR • Short sleeve sky blue shirt with school logo and navy blue shorts • Navy Jumper with School Logo • Pale Blue ankle socks • Black leather lace-up or buckled school shoes (not sneakers) • Blue Sunhat with Logo • School bag with Logo • Optional Navy Blue School Logo Jacket 	<p>Summer Uniform – Term 1 & 4</p> <ul style="list-style-type: none"> • Grey school shorts • Short sleeve sky blue shirt with school logo • Navy Jumper with School Logo • Grey school socks • Black leather school shoes or boots (not sneakers) • Blue Sunhat with Logo • School bag with Logo • Optional Navy Blue School Logo Jacket
<p>Winter Uniform – Term 2 & 3</p> <ul style="list-style-type: none"> • Grey/blue check school tunic with matching tie • Long or short sleeve sky blue shirt OR • Navy pants or shorts with long or short sleeve sky blue shirt and the tunic fabric school tie • Navy Jumper with School Logo • Pale Blue ankle socks or navy tights • Black leather lace-up or buckled school shoes (not sneakers) • School bag with Logo • Blue Sunhat with Logo until April 30 and from 1 September • Optional Navy Blue School Logo Jacket 	<p>Winter Uniform – Term 2 & 3</p> <ul style="list-style-type: none"> • Grey school pants or shorts • Sky blue long or short sleeve school shirt • Grey/blue stripe school tie • Navy Jumper with School Logo • Grey school socks • Black leather school shoes or boots (not sneakers) • School bag with Logo • Blue Sunhat with Logo until April 30 and from 1 September • Optional Navy Blue School Logo Jacket
<p>Sports Uniform - Boys and Girls Wednesday & Friday</p> <p>Navy Logo Shorts Navy/Red Logo Polo Shirt Navy Logo St Mary's Jacket Navy Logo Track Pants White Socks and Sports Runners Navy Blue Swimmers</p>	
<p>Optional Uniform Extras:</p> <p>If your children wish to wear a scarf, gloves or jacket they must be the following: Navy Blue School Scarf, Navy Blue School Gloves, Navy Blue School Logo Jacket</p> <p>Logo Swimming Bags are available from the school uniform shop.</p>	



Head Lice

Treatment of head lice is the family's responsibility and as such checking a child's hair for the presence of lice or nits should be a regular routine, especially in the case of an outbreak.

When an outbreak, either on an individual or a group of children occurs, the school will notify the parents by way of a note or through the newsletter or to the affected class.

Health Department recommendations as set out below should be followed:

- Make daily checks of the family's heads
- If you have lice or nits begin treatment immediately
- Be fair to everyone who was in close contact with the infested family member – tell them!
- This may mean telling the teacher or Principal at school.

Health Immunisation Regulations

The Australian Childhood Immunisation Register (the Immunisation Register) is a national register administered by HIC that records details of vaccinations given to children under seven years of age who live in Australia. It was established in 1996 in response to a decline in childhood immunisation levels and an increase in preventable childhood diseases. Children under seven years of age and enrolled in Medicare are automatically listed on the Immunisation Register. If your child isn't enrolled in Medicare, they will be added to the Immunisation Register once HIC receive their immunisation details from your doctor or immunisation provider.

Legislation does not make immunisation compulsory. However, certification of a child's immunization status is compulsory. This information must be in the prescribed format, which is in the form of an Immunisation History Statement, which is sent to your home. If you do not receive a statement, then you should call the Australian Childhood Immunisation Register on 1800 653 809. Doctor's letters, photocopies of Infant Welfare books and statutory declarations are not acceptable at the school.

If the child has not completed the required vaccinations, then their parent or guardian must obtain a certificate of incomplete immunization form from the local council. A Child who has not completed the required vaccinations, may be excluded from school during outbreaks of certain diseases.



Custody/Court Orders

It is essential that the school be provided with up to date information (and written proof) of custody orders pertaining to child access. Such information is treated confidentially.

Emergency Contacts

We do our utmost to ensure your child receives the best care and attention. However a child may become ill or be involved in an accident. Therefore it is important that we have up to date information about your child. It is important that we have a person to contact in an emergency that lives locally and if a parent is not available.

Please help us by providing immediate notification of any changes such as phone contacts, change of address, health details etc.

School Injury

In the event of injury or sickness at school, except in cases of minor first aid, parents or guardians will be contacted immediately, or if unavailable, the emergency person listed on the child's file. If neither is available the school authorities will contact a local doctor or ambulance. Parents will be notified as soon as possible.

If possible please ensure that your emergency contacts are likely to be available and relatively close to the school. Emergency people who are located out of town (eg Rosedale, Maffra, Heyfield) are often unable to give the illness or injury urgent attention due to distance.



Assemblies

Formal school assemblies are held regularly, generally every Friday afternoon at 2.30pm or as required. Everyone is welcome to join the staff and children at these assemblies.

Books and Stationery Supplies

In Term 4 of each year, a list of your child's books and stationery requirements for the following school year will be forwarded to you. Ordering is done online by CJ Office Choice. Collection of book orders take place just before the start of term 1.

Newsletters- School / Home Communications

Newsletters and other communication are generally sent home each fortnight via PAM / email. The newsletter is the most reliable way for you to keep informed of what is happening at school and to stay aware of upcoming events such as school closure days or other important events like parent/teacher interviews.

Mobile Phones at School

Mobile phones are not permitted to be brought to school. This ensures that phones are not lost or broken and allows students to focus on their learning and socialising without the interference that this technology can bring. If your child requires a phone for traveling to and from school, please see the principal and arrangements can be made for the phone to be held at the office or securely in the classroom during school time.



Communication with Teachers

Our Staff are more than happy to discuss aspects of student learning, as well as any factors that might affect a student's happiness. There are formal opportunities for parent, teacher discussions as well as other times throughout the year negotiated with the teacher. Parents can also request an opportunity to meet at a mutually agreeable time by contacting the office.

Email contact with teachers should be in regular working hours.

Our teachers use the Class DOJO App to relay classroom information. Your child's teacher will arrange for you to be added to Class DOJO.

No Smoking

Smoking on school grounds is totally prohibited.

Excursions and In-School Events

Throughout the year in-school activities (presentations, music events, performances and workshops held in school) and excursions are organised. These activities are carefully selected to allow the children the opportunity to learn from a wide range of resources available within the community. It is recommended that all children attend these events, as they form the basis for some of the class work throughout the year. Parents and carers will be notified prior to the event and asked to complete permission forms on PAM where applicable.



Medical

If a child is absent due to illness, parents are asked to please use PAM to enter the absence.

Medication at School

Please note the following guidelines for prescribed and medicinal drug use:

Parents and guardians are encouraged to administer medications to their children themselves, out of school hours, if possible.

Where this is not feasible, students who need to use prescribed medicinal drugs within the school jurisdiction must have written approval from a parent or guardian and must inform an appropriate staff member. A medication authority form is available from the office.

Parents and guardians should supply medication in a container that clearly states the:

- Child's name
- Dosage
- Time to be given
- Whether the medication needs refrigeration.

No child is to keep medicines (other than Asthma inhalers) in their own keeping.

Medication brought to school will be stored in a safe environment.

Any medication given to a child will be recorded on SIMON and sent to your PAM account.

Parental Consent

On enrolment parents are asked to sign a consent for their child to receive emergency medical treatment and ambulance attention if necessary.



Parent Involvement

The support of parents in school activities is vital.

It is recognized the “it takes a whole village to raise a child” to become happy, responsible and dignified young people.

Studies reveal that “schools with high levels of parental and community involvement have better student results, attendance and behavior. If a school and a parent work together on the education of a child there’s a circle of interest and care that the child appreciates.”

All volunteers at our school must have an up to date Working With Children Card and have attended a Volunteers Induction Session.

Ways you may support include:

- Major School Fundraiser Event eg. Carnivale
 - Class Masses, Liturgies and Sacramental program
 - Sporting and Swimming Events
 - Celebration and Feast Days
 - Canteen
 - Reading and classroom assistance
 - Supervision of homework
 - Parents and Friends Association
 - School Advisory Board
-



School Advisory Committee

Saint Mary's Catholic Primary School Advisory Committee meetings are held once a month. The Committee consists of the Parish Priest, Principal, elected parents from the parent body, staff representatives, parents and friends representatives, and community representatives who work in an advisory capacity to assist the Principal.

Parents and Friends Association

This is our Committee that helps to organise and run things at school such as the second hand uniform shop, fund-raising, school fetes, and other community events. All monies raised are directly used to fund projects around the school. Please watch out in the school newsletter for upcoming meetings and other things such as social evenings and events that may be organised. This group meets regularly at school, and it is a great way for new parents to meet others and become involved in what is happening here at school.

Second Hand Uniform

The Parents and Friends Committee run a second hand uniform shop from the school, located in room near the tuckshop. They sell second hand uniform which has been donated to the P&F Committee. Hats, chairbags and swimming bags also available from the Second hand uniform shop. The second hand uniform shop is currently open before school on Wednesday mornings. Please check with the school office for any further details.



Canteen

Saint Mary's Canteen operates each Wednesday & Friday. A voluntary service is provided by families with the assistance of a Canteen Coordinator who is employed eight hours per week. Two people are rostered on to assist with serving food and cleaning the canteen.

The Canteen provides balanced, nutritious food for students during both Summer and Winter seasons, under the guidelines of healthy eating programs.

Prices are reviewed regularly and kept to a minimum.

Orders can be made 7 days in advance or up to 9:00am on the morning of your order by using our online ordering site <https://stmarysale.cdfpay.org.au>

Manual cash orders will only be accepted in special circumstances.

Children who submit a late lunch order will be only entitled to a spread sandwich.

CDFPay

Our school uses CDFPay for Canteen Ordering, P&F Uniform Shop, Graduation, Carnivale Tickets and many other activities during the year.

Go to <https://stmarysale.cdfpay.org.au> and sign up. At the start of each year all students are rolled over to their new year level and new students are added.

Food at School

We encourage student to make healthy eating choices. The 10.00am "Brain Food" gives an opportunity to "recharge" the energy levels, with fruit or vegetables or healthy snacks consumed in the classroom. As some students have life-threatening nut allergies please bear this in mind if bringing special treats for a class group.

Lollies, chewing gum and soft drink are not permitted at school.



Volunteer Induction & Working with Children Check

St Mary's has zero tolerance towards child abuse and is therefore committed to complying with the Victorian Child Safe Standards and Ministerial Order 1359. All parents/guardians wishing to help in the classroom, canteen, attend excursions or camps as well as School Board and P&F Committee MUST have completed the VOLUNTEER HELPER INDUCTION and hold a current WORKING WITH CHILDREN CARD.

Parent help is most welcome and appreciated in your child's classroom at suitable times throughout the year; however, you will be required to have a current Working With Children Check. Applications can be downloaded online at <http://www.workingwithchildren.vic.gov.au/home/> and then completed and lodged at a participating Australia Post Office. Cards can take from 3-12 weeks to be issued. Further information can be obtained at the above link. There is no cost involved if you complete the form as a volunteer only and not for employment purposes. Please make sure that your WWCC is current and has not expired.

Emergency Drills

Emergency evacuation and lock-in drills are carried out regularly. The assembly point for evacuations is the Senior Playground. When the warning siren (or continuous ringing of hand bells) sounds, everyone must report to the senior playground to be accounted for, and await further instructions. When the Lock-In school bell is sounded with the message code blue all children and adults must return to the appropriate classroom or work area and follow the outlined instructions. This includes all parents and other visitors to the school.

Visitors

You will also find a **sign-in IPAD** located in the foyer outside the office. We ask that all visitors entering the school building between 8.30am and 3.15pm use the front entry and sign in. The Visitors tag must be worn while in the building. This allows us to monitor who is in the school for safety reasons. This includes parents entering the school to visit classrooms for lunch or any other activity. Items for students can be left at the office for students if you do not wish to use the visitor tag system.



Cyber Safety

With the iPads/computers becoming part of everyday learning it is important to remember some simple steps in regard to online safety. A written message or image can be circulated electronically so quickly in our world and it cannot be retrieved.

Let's review them:

- Respect others. Children need to know that what they send can offend. Discuss with your children the types of images and messages that can cause harm when sent to others.
- Think before you send. Cyberspace is a very public and permanent forum. A text message sent to one person can be passed to an unlimited number of receivers.
- Treat online passwords like your house key. You wouldn't share your house with others, why share your passwords. Even though young people are incredibly trusting, don't let them share passwords **with anyone**.
- Use the Block icon. Encourage children to filter messages and addresses online. Using the 'block' icon gives children the power to not have to hear from people they shouldn't have to.
- Don't reply to harassment. It only encourages people to continue the harassment. **TELL SOMEONE**. If you are having trouble with people on the computer tell someone. It's not dobbing but it is saying "I want help to deal with this."

St Mary's Parish

The Parish Building and Church are all located on the same grounds as the school. Please contact the Parish for current mass times or for any enquiries regarding baptism, funerals, weddings, counselling etc.

Contact details for the Parish are as follows:

Address: 47 Foster Street, Sale

Phone number: 51444100

Fax Number: 51432831



Professional Development

A great strength of the school is its visionary leadership and the innovative and knowledgeable teaching teams. Professional training energises and informs staff, allowing them to keep abreast of current trends and initiatives.

Staff professional learning takes place at regular after school meetings, on the Curriculum Days scheduled each year, as well as on occasional additional days where a teacher is replaced in their classroom to allow them to attend PD off site.

Camps

Students in years 4, 5 and 6 attend camps away from school. The 5/6 camp is up to four days long and is usually held in the fourth term of each year. It focuses on team building, initiative and problem solving. Outdoor activities are featured.

The Year 4 camp is overnight and is generally held in November. It also aims to develop initiative, self esteem, self management and responsibility.

Parties & Invitations

Please remember to be sensitive to other children's feelings. Party invitations should be distributed privately and not at school.

