

# St Mary's School Rutherglen



A Child Safe School

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# St Mary's Child Safe Standards

## St Mary's is a Child Safe School

The principal, Matt Attwater is the school's Child Safe Officer

Central to the mission of St Mary's School Rutherglen, is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

The Victorian Government is committed to the safety and wellbeing of all children and young people.

Ministerial Order No. 870 sets out specific actions that registered schools need to take to meet the Child Safe Standards.

The purpose of the Child Safe Standards is not to impose an undue burden on organisations or regulators, and the initial focus of the Government will be on building the capacity of organisations, rather than on regulation and compliance.

The Department and the Victorian Registration and Qualifications Authority (VRQA) will provide information and support materials specifically for schools to assist with capacity building and compliance with the Ministerial Order.

As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, there is a new regulatory landscape surrounding child safety, underpinned by new Child Safe Standards.

The Child Safe Standards are compulsory minimum standards for all Victorian schools, to ensure they are well prepared to protect children from abuse and neglect.

To create and maintain a child safe organisation, an entity to which the Child Safe Standards apply must have:

Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.

A child safe policy or statement of commitment to child safety.

A code of conduct that establishes clear expectations for appropriate behaviour with children.

Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.

Processes for responding to and reporting suspected child abuse.

Strategies to identify and reduce or remove risks of child abuse.

**All our Child Safe policies can be found on the school's website under the Child Safe Tab.**

# WELCOME TO ST MARY'S SCHOOL

*Dear Parents & Carers,*

*St Mary's Catholic School is a community guided by values of Faith and Justice. We believe that "Life is Learning!". At St Mary's learning for your child will be dynamic, developmental, ongoing and life long.*

*We have a close connection with our environment and offer a diverse whole school curriculum that acknowledges and practises sustainability.*

*We believe that everyone has the right to be respected and has the responsibility to respect themselves, others and their environment. We ensure that each child feels safe by providing a classroom and play environment that is safe and friendly to meet individual children's needs.*

*Child Safe standards are implemented at St. Mary's.*

*At St Mary's we strongly encourage and invite involvement of all families, the parish and wider community into the life of the school.*

*St Mary's is open to all families who share our values.*

*Finally, we feel privileged to teach children and work with parents in establishing strong teaching and learning experiences for life.*

*Yours sincerely,*



Matt Attwater (Principal)



# St Mary's School Organisation

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parish Priest:  | Father Brian Carey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Staff:          | Mr Matt Attwater - (Principal)<br>Ms Amanda Arnot - (Admin Officer)<br>Miss Taylor Dickinson - (Junior teacher)<br>Mrs Libby Dickinson - Deputy Principal (Junior Teacher)<br>Ms Shannon Terlich - (Senior Teacher)<br>Mrs Bert Cheeseman- (Senior Teachers)<br>Mrs Jodie Smith - (Senior Teacher)<br>Mrs Nicole O'Mahony - (Learner Diversity Leader)<br>Mrs Denise Coman -(Teacher Aide)<br>Mrs Rhi Cracknell - (Teacher Aide)<br>Mr Wayne Milthorpe - (Teacher Aide)<br>Mr Brenton Mead – (Teacher Aide)<br>Mrs Kate Lee – (Teacher Aide)<br>Mrs Jane van Zanten – (Senior Teacher/Art teacher)<br>Ms Gina Nero - (LOTE-Italian teacher)<br>Ms Tiarnah Keely - (Speech Pathologist)<br>Mr Ross Hill - (Blue Earth Teacher) |
| School Address: | 75-89 High Street, Rutherglen, 3685                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Phone:          | 02 60329284                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Website:        | <a href="http://www.smrutherglen.catholic.edu.au">www.smrutherglen.catholic.edu.au</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Email:          | <a href="mailto:principal@smrutherglen.catholic.edu.au">principal@smrutherglen.catholic.edu.au</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## TERM DATES 2022

- Term 1:** Friday 28<sup>th</sup> January to Friday 8<sup>th</sup> April  
***Foundation students will not attend School on a Wednesday until week commencing Monday 28<sup>th</sup> February.***
- Term 2:** Tuesday 26<sup>th</sup> April to Friday, 24<sup>th</sup> June
- Term 3:** Monday, 11<sup>th</sup> July to Friday, 16<sup>th</sup> September
- Term 4:** Monday, 3<sup>rd</sup> October to Friday, 16<sup>th</sup> December

## DAILY TIMETABLE

|                                   |                   |
|-----------------------------------|-------------------|
| School commences                  | 8.55 am           |
| First break                       | 11.00am - 11.45am |
| Second break                      | 1.45pm - 2.30pm   |
| School Dismissed                  | 3. 25 pm          |
| Last day of term School dismissed | 2.30 pm           |

## PUPIL FREE DAYS

All at St Mary's enjoy the normal gazetted Victorian Public Holidays each year as well as curriculum days. The school is allotted 4 pupil free days (or curriculum days) for the year. These days are used by the staff for staff development programs. The actual days are announced throughout the year and 4 week's notice is given.

# St Mary's Philosophy

## **IDENTITY STATEMENT**

St Mary's Catholic School is a community guided by faith and justice that inspires each person to be the best they can.

## **VISION STATEMENT**

*St Mary's strives to*

Model and live the teachings of Jesus.

Encourage and foster collaborative partnerships with families, Parish and the wider community.

Educate and nurture the 'whole' person spiritually, academically, socially, emotionally and physically.

Provide a progressive curriculum for a contemporary society in a safe and inclusive environment.

## **GRADUATE OUTCOMES**

St Mary's school endeavours to teach students who will ...

Have a sound understanding of the Catholic Faith and traditions.

Be passionate about social justice and are active caretakers of the environment.

Be creative, life long learners and critical thinkers.

Have sound literacy and numeracy skills.

Be respectful and accepting of difference.

Be responsible digital citizens and active participants in society.

Have social skills, be adaptable, resilient and open-minded.

Feel safe, happy and have a sense of belonging.

## **ST MARY'S EDUCATIONAL PHILOSOPHY**

We believe that the role of the school environment must be diverse, collaborative, practical, supportive and sustainable to allow for all 21<sup>st</sup> century learning styles.

We believe that the role of the learner is to be positive, supported, collaborative, and active in their learning.

We believe that the role of the teacher is to facilitate learning, by providing a learning environment that caters for the diverse needs of students both educationally and emotionally.

We believe that the role of the parent is to nurture and support a positive attitude to learning.

# Enrolment Policy

The Catholic School offers choice in education by making schooling based on the Catholic ethos available to those who seek it. Any parent is welcome to apply for enrolment at St Mary's and places will be allocated according to the following principles.

## Aims

- To make Catholic Education available to all who seek it.
- To encourage parents to make an informed decision regarding their choice of school.
- To meet the needs of parents and children in their choice of school.
- To facilitate a smooth transition into primary school.

## Guiding Principles

- Families wishing to enrol at St Mary's are expected to support the aims and expectations of all school policy statements.
- An academic, intellectual or physical capacity and behaviour criteria is not used as part of the enrolment decision-making process.
- Our school welcomes families who wish to enrol a child with additional learning needs and we will do everything reasonably practical to accommodate the child's needs.
- Whilst the school's primary aim is to provide a Catholic Education to Catholic families, families of other denominations are encouraged to apply for enrolment and places will be allocated in the following order:
  - Baptised children of Catholic families
  - Siblings of currently enrolled non-Catholic children
  - Christened children of non-Catholic denominations
  - Children not in the above 1, 2 & 3 groupings.

**Note:** The final decision regarding the acceptance of enrolment applications lies with the Parish Priest.

## Organisation

- Up to date editions of the School Information handbook and Application Enrolment Forms will be available on the School Open Day, the school Website and upon request.
- Applications for enrolment will be advertised through the school newsletter, Parish Bulletin and local kindergartens prior to the Open Day.
- Parents are asked to attend an interview with the Principal prior to an application being accepted.
- A letter of invitation to inspect the school will be sent to families of eligible school age children (**5 yrs old before 30<sup>th</sup> April**) before the school Open Day.
- For organizational purposes students for the coming year should be enrolled by the beginning of the fourth term.
- New Foundation children will be invited to a school transition program to be held during fourth term (4 mornings). Parents will attend a meeting with the Principal on the last morning.
- Enrolment applications close by the beginning of Term 4.
- Enrolment policy will be implemented in accordance with the Sandhurst School Education Board Policy and Guidelines for Enrolment.

## Agenda for the Foundation orientation will be:

- School Vision/Mission
- School Organisation
- Parent Information Handbook
- Class requisites for the following year
- Presentation "Preparing Your Child For School"
- Morning tea

## The enrolment process for 2022 Foundation children

The transition of children from Kinder to Primary School is an extremely important period of time for the child, their family and the schools involved. The following timeline of planned activities is to assist families in this exciting but challenging period.

### Wednesday 15<sup>th</sup> June — Open day for Rutherglen schools

Open day for St Mary's Rutherglen and Rutherglen Primary School. The Open Day is to provide an opportunity for parents of Foundation 2021 students to visit each school. If these times do not suit please contact the schools to make an alternative appointment.

### Friday, 3<sup>rd</sup> September — Parents are encouraged to have completed enrolment into Primary school

Families are asked to enrol their child by completing the enrolment form in the School Handbook package and return it to the school office by Friday, 3<sup>rd</sup> September.

### Rutherglen Kindergarten visit to St Mary's on these days.

Thursday 5<sup>th</sup> August from 9.30am -11.00am

Thursday 2<sup>nd</sup> September from 9.30am -11.00am

### Country Buddies and Corowa Pre-school will visit St Mary's on

Wednesday 14<sup>th</sup> July from 9.30am -11.00am

Wednesday 11<sup>th</sup> August from 9.30am – 11.00am

### Transition days for Foundation 2022 children

#### Tuesday, 16<sup>th</sup> November from 9.00am -11.00am

First day of Foundation transition — students are brought to school by the parents and then collected at the finish time.

#### Tuesday, 23<sup>rd</sup> November from 9.00am -11.00am

Second day of Foundation transition — students are brought to school by the parents and then collected at the finish time.

#### Tuesday, 30<sup>th</sup> November from 9.00am -12.45pm

Third day of Foundation transition — students are brought to school by the parents and then collected at the finish time. Students need to bring a drink bottle, snacks and their broad-brimmed hats.

#### Tuesday, 7<sup>th</sup> December from 9.00am – 3.30pm. Parent Information Session @ 9.00am

Fourth day of Foundation transition—students are brought to school by the parents and then collected at the finish time. Children need to bring lunch, drink bottle, snacks and their broad-brimmed hats.

There will be a Parent Information Session on school readiness at 9am.

*Foundation students will not attend School on a Wednesday until week commencing 28 February 2022*

### **BUDDY PROGRAM**

Each child in our Foundation class has a senior buddy from the 5/6 class. This involves a friendship component, a support component and some cross age activities.

# Teaching and Learning

## OUR CURRICULUM

At St Mary's we are committed to providing education for our children in nine key learning areas. We are guided by the Sandhurst Source of Life Religious Education Document and the Victorian Essential Learning Standards (VELS).

**TESTING** - All students are tested at the beginning of Term 1 for Literacy and Numeracy levels. Students are retested regularly during the year to chart their progress.

In **RELIGION** we focus on developing the child's understanding of themselves, their God and their relationships with other people and their environment.

In **ENGLISH**, the three areas of oral language, reading and writing are covered.

St Mary's is proud of its reputation for teaching literacy. The way in which our school is organised maximises the teaching and learning opportunities for literacy. Each morning a specific literacy block of two hours is dedicated to high quality teaching and learning in reading and writing. Parents' support is encouraged for this program and training is provided to maximise the benefits of parent help.

As individual assessment is a key ingredient of all literacy work, individual programs are designed to meet the need of all learners. Our aim is to have all children working to their maximum potential in these basic skills.

In **MATHEMATICS** students learn about measurement, chance and data, number and space; they also develop reasoning skills and strategies for problem solving.

**HEALTH AND PHYSICAL EDUCATION** is important in the development of the whole child. At St Mary's, the students experience health education, outdoor education, physical education, traffic safety, family life, personal safety and self development issues.

Our integrated curriculum development includes **SCIENCE**, and **HUMANITIES**. Units of work are taught across many learning areas to assist the students to make connections to the real world. The focus is on teaching skills that students can access and use across the curriculum.

St Mary's provides a culturally based **LANGUAGES OTHER THAN ENGLISH (LOTE)** program, this language is Italian.

**The ARTS:** All children receive a weekly visual art lesson and participate in vicarious Performing Arts opportunities through out the year.

**DIDITAL CITIZENSHIP & TECHNOLOGY CURRICULUM** — This is included in all areas of the curriculum. All children have access to email facilities and are connected via a "Virtual Network" to educational resources across Australia. Children have access to a managed network that enables them to browse in confidence for educational resources. All Catholic Schools in Victoria are connected to this network.

As new technologies develop, St Mary's is committed to continually updating hardware and software to meet the needs of children in an ever evolving information age. We are an Apple resourced school. All students from Foundations to Yr.6 have access to iPads that are used as tools to support their learning.

This new technology improves the method of delivery of lessons and maintains the students' motivations and computer skills in 21st Century learning.

## LIBRARY BORROWING

At St Mary's children can access new technologies via our online library system. We have a wonderful collection of books in both fiction and non-fiction titles. Children are encouraged to borrow frequently.

## SACRAMENTAL PROGRAM

During the Primary School Years Catholic children receive the Sacraments of Reconciliation, First Communion and Confirmation.

When your child is in Year 3 they receive the Sacrament of Reconciliation. They receive the Sacrament of First Communion in Year 4. In Yr 5 & 6 (every second year), they receive the Sacrament of Confirmation. Families are responsible for part of the preparation. Families meet in groups of 4 or 5 to complete the 'Steps in Faith' program. At the same time teachers run a unit of work at school, based on the Sacraments, from 'Source of Life'.



## SCHOOL PRODUCTION

St Mary's holds a School Production involving all students every second year, usually in Term 3.

## SUSTAINABILITY EDUCATION

The St Mary's school community, in conjunction with the wider Sandhurst Diocese recognises the importance of Education for Sustainability, this commitment to Sustainability involves St Mary's in the Sustainability Victoria's program, AuSSI Vic Resource Smart Schools.

St Mary's approach to sustainability is one of a 'whole school approach', and heavily relies on student participation and parent involvement, therefore we continue to reflect and evaluate our environmental procedures and how they infiltrate into every area of our school life (teaching, learning and living).

1. Energy—to control energy consumption so that we reduce our impact on the natural environment.
2. Waste—to continue the development of a Waste Wise ethic within the whole school community.
3. Biodiversity—to improve our outdoor natural environment.
4. Water—To prompt actions that will reduce water usage, to appreciate water as a precious natural resource.

St Mary's has been awarded the rating of "A Carbon Sink and 5 Star AuSSI Resourced Smart School".

## SCHOOL SPORT

Students at St Mary's have access to a range of sports. They are involved in Cross Country Running and Athletics in conjunction with St Joseph's Chiltern. The Cross Country is held at the Chiltern Golf Course and the Athletics Carnival is held at Alexander Park, Albury. All students are involved in the Swimming Program and Carnival, which is held in February each year. Students also participate in the Blue Earth sports program every fortnight.

For swimming and athletics children are in House Teams— Nagle (Red), Donaghy (Blue), O'Connor (Yellow). Children may wear their house colours for these events.

## ASSEMBLY

There is a whole school assembly every second Friday at 9.00am to which parents are invited.

## FIRST SUNDAY OF THE MONTH MASS

The first Sunday of the month is celebrated as a Children's Mass in our parish. At this Mass our students serve on the altar, read the readings and prayers of the faithful and bring up the gifts at the offertory. There is also a cuppa straight after Mass at the back of the church, which provides a wonderful opportunity for the families to catch up with the wider parish community.

# Well-being & Learning Diversity

## PASTORAL CARE/WELLBEING

We believe that as Christian educators we have a duty and a responsibility to reflect the values of Jesus in all our interaction with others. Everyone has a right to be respected, accepted, valued and encouraged to reach their full potential.

## LEARNING DIVERSITY PROVISION

Under the NCCD government scheme and with the support of the Catholic Education Office we have the opportunity to apply for funding for children with special learning needs or who require extra support in accessing the curriculum. The Catholic Education Office supports us with trained special education staff, a speech pathologist and other services that can be accessed as required.

Through accessing these resources we are able to develop individual learning plans for the children who require them. Nicole O'Mahony is our Learning Diversity Staff member.

## PBIS—(Positive Behaviour in Schools)

At St Mary's we expect Positive Behaviour. Our behaviour motto is the Three R's - Respect Yourself, Respect Others and Respect the Environment.

## PARENT ACCESS ORDERS

If your child is in the care of one parent and the other parent is not permitted to see or collect the child, it is vitally important for the school office to hold a copy of the parenting access order. **We have no legal right to refuse access to a parent if we do not have the required documents.**

# School Fees and Payments

## FUNDING

Catholic Schools receive funding from both the State and Federal Governments on a per capita basis. Unfortunately the level of funding provided does not meet all the costs associated with operating a school on a year-by-year basis. Schools are required to contribute to their own running costs through parent fees and levies, fundraising and parish contributions.

## FAMILY FEES

School fees are determined each year by the Principal and School Board in consultation with the Parish Priest. Fees may be paid weekly, fortnightly, monthly, each term or paid annually. However, we encourage families to use direct deposit through arrangement with their bank or to set up regular payments via internet banking. This is an easy way to make payments; a small regular weekly or fortnightly payment is hardly noticed throughout the course of the year.

I encourage families who receive Centrelink payments or who have a Health Care Card to contact Amanda or myself to discuss fee paying options via direct deductions through your Health Care card.

Families experiencing financial difficulties should contact the Parish Priest or Principal to discuss the situation and to make suitable arrangements.

Family fees assist with meeting the day-to-day recurrent administrative expenses whilst also covering all the students' book list requirements and all bus travel expenses for local excursions and sporting events.

School fees for 2021 are -

For one child, \$1,860 per family per annum OR \$465.00 a term (\$35.77 pw over 52 weeks).

For two children, \$2,095 per family per annum OR \$523.75 a term (\$40.29 pw over 52 weeks).

For three children, \$2,330 per family per annum OR \$582.50 a term (\$44.81 pw over 52 weeks).

For four children, \$2,565 per family per annum OR \$641.25 a term (\$39.33 pw over 52 weeks).

A student levy is included in this annual figure, as well as an excursion levy, which means that we do not charge parents for any incidental excursions during the year.

The school's bank account details for direct deposits or internet banking are:

National Australia Bank, Bendigo, BSB 083-543 account no 457423775

Please remember to put your name on the payment so that the payment can be credited to the correct school fee account.

**In November each year the School Board sets the following year's school fee.**

## SWIMMING AND CAMP FEES

A separate fee is charged at the beginning of the year to cover costs associated with school camps, e.g., Canberra Camp - grades 5/6 or Borambola Camp grades 3/4, scheduled for every second year.

## MAKING PAYMENTS

When sending payments to school it is necessary for all monies to be enclosed in a sealed envelope with the child's name, class and purpose of the payment written on the outside.

## COMMUNITY SERVICE/DONATIONS

Apart from the fundraising, which is done by the Parents Team, we occasionally support other organisations not directly associated with the school. Organisations supported in the past have included Pontifical Mission Societies, Project Compassion, Red Nose Day, St Vincent de Paul and The National Heart Foundation. Your support for these fundraising activities, whilst entirely voluntary, is encouraged. The students also participate in local community events e.g. ANZAC day, are rostered on to Meals on Wheels and make regular visits to Glenview as part of their community service.



# General Information

## PAM – Parent Access Module

All families are given access details to the school's online Content Management system **PAM**. PAM is the method that the school uses to communicate information to the school community. General notes, excursion permission notes, medical information, school absenteeism, school reports and Parent/Teacher interview times are all accessed and communicated through PAM.

## VICTORIAN STUDENT NUMBER (VSN)

Every child is assigned a Victorian Student Number (VSN) upon first enrolling in a Victorian School. The VSN is a student identification number that is assigned by the Department of Education and Early Childhood Development to all students in government and non-government schools, and students in Vocational Education and Training Institutions. The number, which is unique to each student, will be used as a key identifier on a student's school records, and will remain with the student throughout his or her education, until reaching the age of 25.

## ATTENDANCE AND ABSENCES

Children are expected to attend school every day that the school is open unless there is a reasonable excuse for absence. When a child is absent a reason explaining the absence must be given to the school by no later than 9.30 am. This is done through PAM. If the school is not contacted by 9.30 am you will be contacted by the school for the reason of the absence. This is a legal requirement. The classroom teacher & principal will contact parents/carers if there is a concern re absenteeism.

## SUPERVISION

Children are supervised by teachers from 8.30 am till 3.40 pm or until the final bus departs. Teachers are rostered for yard duty before school, at recess and at lunchtime and after school. If children have not been picked up by 3.40pm they are taken to the Administration area where parents/carers will be called.

During extreme heat and wet weather periods children are supervised in their classrooms at recess and lunch times, where they are encouraged to participate in quiet activities.

## EMERGENCY DETAILS

It is important that we have up-to-date emergency details such as home, mobile and work phone numbers as well as phone numbers for a relative or friend who can collect your child if they are sick, etc. Please keep the school informed of any changes as well as any change in doctor or medical conditions e.g. asthma and allergies. **We strongly recommend that all families have ambulance cover.**

It is important that the school has a mobile phone number for parent contact. When necessary St Mary's will send a text message to the 'mobile parent contact number' advising of emergency situations, times for children to be picked up after excursions when after 3.30pm, permission note reminders, etc.

## FIRST AID

Under the provisions of the Occupational Health and Safety Act 2004 St. Mary's School is responsible for providing first aid facilities and sufficient staff trained to an appropriate level of competency in first aid.

First Aid is defined as emergency treatment and life support provided to staff, students and visitors who suffer injury or illness whilst at St. Mary's School.

In the case of serious injury or illness, staff are not required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of ambulance officers and/or medical practitioners.

## SCHOOL ACTION PLAN FOR MEDICAL CONDITIONS

Children who suffer from a serious condition, e.g., diabetes, asthma or have allergic or anaphylactic reactions to nuts, eggs, insect bites, etc., require a School Action Plan which must be completed and signed by the child's doctor. This Action Plan will be displayed in our Sick Bay as well as in the child's classroom.

## AFTER SCHOOL CARE

After school care is available through Glenview Community Centre, phone 02 6033 6200. The school must be informed of the days that a child is to attend After School Care, and of any change to these arrangements. The venue for after school care is the Rutherglen Primary School and children will be collected from St Mary's by after school care staff and walked to the Primary School.

## TUCKSHOP

Friday is Tuckshop day. Silver Key Cafe provides this tuckshop day service for the school. Orders need to be brought to school on a Wednesday for collection by the Cafe. Name and class needs to be written on a paper bag with the items required and the correct money placed in the bag. The lunches are delivered by the Cafe at 11.30 am each Friday.

## LEAVING SCHOOL

No child is permitted to leave the school grounds during the school day without written parental approval and the permission of the Principal/or Class Teacher.

**If you have organised another adult to pick up your child, please send a note stating your permission for this to occur.**

## LATE ARRIVAL OR EARLY PICK UP

**Parents who pick up children during the day are asked to sign their child/children out using the iPad at the front office and if returning that same day sign them in again. Also if bringing your child late to school the time and reason needs to be recorded on the iPad.**

## SCHOOL CAR PARK

A car park for parents is located opposite the Church. All parents are asked to use this area for dropping off and picking up children. Please do not use the bus drop off lane at the front of the school. Children running in and out around buses is to be avoided.

## TRAVELLING TO AND FROM SCHOOL

If children are either walking or cycling home, parents should expect them home by a certain time each day. If the child's mode of travelling home is to be changed please send a note to school, or ring the school if alterations are made during the day.



## SCHOOL BUS TRAVEL

### Regular travellers

Before your child can travel to and from school by bus on a daily basis an **'Application for Bus Travel'** form must be completed and forwarded to the Bus Co-ordinator at the Rutherglen High School. These forms are available from the High School Office.

Should regular travel arrangements have to change for any reason a **'Temporary Permission for Use of Buses'** form must be completed and forwarded to the Bus Co -ordinator at the High School.

Should a regular bus traveller be visiting a friend which would mean getting off the bus at a different stop a **'Temporary Permission For Use of Buses'** form must be completed even if the child is still travelling on the same bus. **Bus drivers are not permitted to allow a child to leave the bus, other than at their regular stop, without this form being completed.**

### Temporary Travellers

In the event of your child being invited to stay at a friend's place which necessitates bus travel you must complete a **'Temporary Permission for Use of Buses'** form and return it to the Bus Co-ordinator at the Rutherglen High School. **This only applies to registered bus travellers.**

## WALKING TO AND FROM SCHOOL

Children walking home from school are advised :

- not to loiter,
- to observe road rules,
- not to talk to strangers.

## BICYCLES/SCOOTERS

Children need to be proficient in the area of bike and scooter riding and to know and demonstrate correct behaviour in accordance with road safety rules before being allowed to ride to school. The Road Traffic Authority strongly recommends that children under 10 years do not ride bicycles independently of adult supervision.



## SCHOOL CROSSING

A school crossing is available in High Street. It is unsupervised each morning but children are taken across each afternoon by a member of staff. We strongly discourage the crossing of High Street except at the School crossing. The crossing is provided for the children's safety and good modelling is vitally important.

Parents are reminded that both parking & speed restrictions operate in the vicinity of the school crossing and these must be observed when the flags are displayed.

A supervised School Crossing is provided in Main Street. All children are asked to use this crossing if they live on the west side of Main Street.

## SCHOOL WEBSITE

From the school website families can read/download current and past newsletters, excursion forms, the enrolment form and other school documents. The website has an up-to-date calendar, tuckshop list and school uniform requirements. Photos of the students celebrating their achievements are also available to view on our site. We encourage all families to regularly check the website to be up to date with the latest news. Website: [www.smrutherglen.catholic.edu.au](http://www.smrutherglen.catholic.edu.au)

## ST MARY'S HOUSE TEAMS:

**Nagle RED** – Nano Nagle was the founder of the Presentation Sisters. The Presentation Sisters are the Orders of Nuns who opened St. Mary's in 1901.

**O'Connor GOLD** – Fr. Michael O'Connor, the Parish Priest of Rutherglen (1895-1905), saw a need for educating the children of Rutherglen and was responsible for requesting the first teaching nuns to reside in Rutherglen in 1901.

Donaghy **BLUE** - Mother Gertrude Donaghy was the Superior of the first teaching nuns at St. Mary's and was the school's first Principal.

## PARENT ACCESS MODULE (PAM)

Parents should advise St Mary's of their child's absence via PAM (Parent Access Module).  
In your browser type – [pam.smrutherglen.catholic.edu.au](http://pam.smrutherglen.catholic.edu.au)  
You will receive a username and password prior to the start of the school year.

# Parent Involvement

Parent involvement in their child's education is encouraged. This may take many forms. All parents are members of the Parent Team and parents may elect to be part of the School Council.

On a day to day basis parents are welcome to assist in the classroom and come on excursions under the guidance of the teacher. If you are interested in pursuing either please talk to your child's teacher.



## PARENT TEAM

All parents by virtue of their child's enrolment are members of the Parent Team. The Parent Team meets each month during school term time. Parents are encouraged to attend meetings and to be involved in all Parent Team activities whether they are of a social or fundraising nature.

## WORKING WITH CHILDREN CHECKS

It is a requirement of the Victorian Government that any parent who takes part in school activities with students, i.e., in the classroom or going on an excursion needs to have a "Working with Children check". The paperwork involved in these checks can be obtained from the school office or at the post office. When the paperwork has been completed these forms need to be submitted to the Post Office.

## BUDDY PROGRAM

Families new to our school are assigned a buddy family for the first 12 months to assist them in settling into our school community. The buddy family keeps in touch, invites the new family to school events, Parents and Friends meeting and perhaps a coffee and a chat from time to time.

# School Uniform

The school has a uniform which all children are expected to wear. The uniform is a public advertisement for the school, and we should ensure that children show care for their appearance.

If for any reason your child cannot wear any part of the uniform, a note of explanation is to be sent to the class teacher.

We would appreciate it if all parents mark their children's clothing clearly with a permanent marker. If belongings are named it is much easier to return them to their owner.

## Girls Uniform

Summer: School dress and green shorts are obtainable from Brunella Schoolwear. Green polar fleece jacket with gold logo. Green polar fleece vest, optional. White socks and black shoes or black (not open toe) sandals without socks.

Winter: Tartan skirt/pinafore or green slacks Green polo shirt with gold trim. Black socks, black tights. Black school shoes.

Sports: Green polo shirt with gold trim. Black netball skirt and black sports briefs or black shorts. Black track pants. White socks and white or black runners. Green/white/black hair ribbons only.



*School dress*

## Boys Uniform

Summer: Green polo shirt with gold trim, grey shorts, black shoes and grey socks or black sandals (no open toe sandals) without socks.

Winter: Green polo shirt with gold trim. Grey trousers, 702 Stubbies, (no cargo pants) . Grey socks, black school shoes. Green polar fleece jacket with gold logo. Optional polar fleece vest.

Sports: Green polo shirt with gold trim. Black shorts. Black track pants. White socks and white or black runners.

Terms 1 and 4 children are required to wear a school hat. The No Hat No Play policy is strictly enforced during Term1 & 4.

Runners/sneakers are to be worn **only** on Physical Education and Sport days. In the event of school shoes breaking or whilst waiting for new ones to be purchased, sneakers may be worn provided a note is written to the Class Teacher or Principal.

All school uniform items can be purchased through Brunella Schoolwear, 111 Sanger Street, Corowa. The school also runs a 2<sup>nd</sup> Hand Uniform Shop.

Hats may be purchased through the School.

**WEARING OF CORRECT UNIFORM AT ALL TIMES IS A SCHOOL EXPECTATION.**

# St Mary's School Rutherglen



## St Mary's School

A Child Safe School

75-89 High Street, Rutherglen, 3685

Phone: 02 6032 9284

web: [www.smrutherglen.catholic.edu.au](http://www.smrutherglen.catholic.edu.au)

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