

ST MARY'S PRIMARY SCHOOL SCONE - PARENT HANDBOOK

VISION STATEMENT

We commit our energy, expertise and experience to make St Mary's a place where:

- Justice and Equity thrive.
- Collaborative decision-making is encouraged.
- Teachers and students strive to do their best.
- Children, parents and teachers are respected and treated with dignity.
 - Professional standards flourish.
 - There is an openness to change.
 - There is hope in the future.

Focus

**Centred on Christ
Support of Family
Love of Learning**



**Christ
Families
Learning**

MISSION STATEMENT

To assist families to educate their children
spiritually, intellectually, socially, emotionally and physically
so that our students may have a greater understanding of the wisdom and love of God;
thus allowing them to participate
to the best of their ability
in the life of the Church and the world at large.



SCHOOL PRAYER

Words Adapted from School Prayer

(Author unknown)

(Music - Peter Kearney)

This is our school
Let peace dwell here.
Let the school be full of contentment

Let love abide here
Love for one another
Love for mankind
Love for life itself
And love of God.

Let us remember
That many hands make a house
So many hearts make a school.

GENERAL INFORMATION

THE NATURE OF ST MARY'S AS A CATHOLIC SCHOOL

Saint Mary's Catholic School has as its mission, the formation of the whole child. The role of Saint Mary's School is to bring Catholic faith and life experience together for the children and families who make up its community.

The Church "...establishes her own schools because she considers them as a privileged means of promoting the formation of the whole person, since the school is the centre in which a specific concept of the world, of humanity, and of history is developed and conveyed." The Catholic School par. 8.

Our school is a community which includes children, staff, parents and parish priest, and all are challenged to respond to the invitation of Christ to be his disciples. The school seeks to develop the children in its care through two distinct and powerful mediums. The first of these is a carefully orchestrated school environment which has a profound influence upon those within the school. This environment has its origins in the life and values of Jesus and His Church. The second medium is that of a formal and sequenced Religious Education programme in every class, which is a separate Key Learning Area and has direct influence upon every other aspect of curriculum in the school.

Saint Mary's School is a place where God is named and recognised, and where we seek to integrate the teachings of God and the Church into our policies, structures and within the relationships of all in the community. It is a place where children are formed through a distinctive Catholic environment, the Religious Education programme and the other Key Learning areas.

Saint Mary's School is a community of children and adults where prayer and encounter with the Living God within the Sacraments is cherished.

SCHOOL AIMS

St Mary's School endeavours to serve the parish and Scone community by educating the whole child; spiritually, socially, emotionally, physically and intellectually in order to fully participate in both the life of the Church and the broader Australian community. All that the school hopes to achieve is directed toward the realisation that each child possesses the unique dignity as a Child of God.

- We aim for each child to grow in the awareness of God as the Creator of us all, to know and respond to Jesus and the message of His Gospel, and to be open to the presence of the Holy Spirit.
- We recognise that the parents are the primary educators of their children and in this we aim to support and supplement the Christian formation of the child in our care.
- We aim to nurture in each child a cherishing of their Catholic faith so that they may be encouraged to participate actively and give witness to it, by visible example in their daily lives.
- We aim to promote in each child a well formed self image, respect for others, the ability to reason and adopt values, the capacity to continue to develop and to use their natural talents and abilities, and to see education as a life-long process.
- We aim to develop qualities and skills necessary for each child to become successful communicators.

PARENTS, THE FIRST EDUCATORS IN TIME AND IMPORTANCE

A basic principle of Catholic Education is the primacy of the home and in particular, parents in the formation of their children. Parents are the primary educators of their children in both place and importance.

With this in mind, St Mary's School seeks to actively support the place of parents as the primary educators of their children. The Catholic School aids parents in the Christian formation of their children; it does not replace the position of parents and the family in their role of guiding and forming children.

Truly, Catholic Education is a partnership between the home and the Catholic School. Ultimately, the goal is for teacher and parents to form and strengthen the spirituality, intellectual ability, moral character, personality, physical capacity, emotional presence and social ability of each child.

Parental attitudes and example in the spiritual development of their son or daughter have a primary influence on the development of all lifelong values and practices.

The faith community of the parish school will support the family, not replace it in the endeavours to bring a child to full social, intellectual, spiritual, moral, emotional and physical maturity.

OUR HISTORY

St Mary's School and Convent were founded on the corner of Kingdon and Hill Streets, Scone. This school was staffed by three Sisters of Mercy from Singleton who were welcomed to Scone by Fr Edmond McGrath in 1887.

From that time until 1982, the Sisters of Mercy had charge of the school when the first lay principal was appointed.

The school has been situated on the existing site since 1953, the corner of Waverley and Short Streets, Scone.

The Sisters of Mercy left the school at the end of 1993 with the retirement of Sr Fidelis. The faith education of the children since that time has been left entirely in the hands of a lay teaching staff.

Over the many years that Catholic Education has existed in Scone, the faith community has worked tirelessly to form children in the faith. The skill and dedication of the many priests, religious sisters, teachers, children, parents and friends has borne much fruit in the efforts to bring to life the great faith and Christian traditions that we celebrate and revere today.

GENERAL PROCEDURES

ABSENCES FROM SCHOOL

It is required under the Education and Public Instruction Act 1987 that a written note explaining a child's absence from school be supplied by the parents on the child's return to school. If the child is away for an extended period, a telephone call would be appreciated. It is still necessary to supply a note when the child returns. If a note is not forthcoming after seven days the teacher will send a request home for a note explaining the absence from school. If there is still no note then the child is marked 'Absent without Leave.'

AWARDS

1. Class Awards/Student of the Week/sticker chart etc. – whatever the class teacher devises.
2. Merit Award – teacher may award up to 25 Merit Awards per term.
3. Five (5) Merit Awards and the student is awarded a Principal's Award. The teachers record the Merit Award on an excel spreadsheet on the Staff Drive.
4. Three (3) Principal's Awards and the children receives a Bronze Honour Award – (Badge to keep and wear).
5. The process repeats for Silver and Gold Honour Awards.
6. The system runs over the entire time the child is at the school.

Rewards Day

This is a treat for the students at the end of the term who have not been placed on Time Out.

- **Annual Awards**

At the end of each year the following awards shall be given:-

- Class Achievement Certificate for all class members (Years 1-6)
- Literacy (1-6)
- Numeracy (1-6)
- Catherine McCauley Award for Religious Knowledge and Christian Leadership (1-6)
- Most Improved (1-6)
- Most Consistent (1-6)
- Teacher's Choice (1-6)
- All Kindergarten children receive a Children's Bible.

Additional Whole School Award

- School Community – Masonic Trophy

BOOKCLUB

The Scholastic Book Club operates within the school. This provides cheaper books to be ordered for children of all grades. Monthly order forms are sent home and should be sent back to the School with payment, promptly. (Correct change is appreciated)

Children from Kindergarten to Year 6 have the opportunity each month to purchase books from Scholastic. Children are encouraged to purchase books from this club as the interest level assists individual reading ability. Prices are very reasonable and the school library benefits from the sales.

CHILD PROTECTION

Catholic schools in the Diocese of Maitland-Newcastle are committed to providing safe environments for students. Whilst we have a legal obligation to protect children, this commitment is central to our Catholic beliefs. At St Mary's Primary School, Scone, we believe that all children have a right to a safe environment which is free from any form of abuse or harm. At St Mary's Primary School, Scone, relationships between adults and children are governed by trust and Gospel values.

Schools in NSW are required to meet the statutory obligations of legislation relating to child protection. Schools in this diocese are required to uphold the policies and guidelines set out by the Catholic Schools Office.

This legislation includes:

- The Ombudsman Amendment (Child Protection and Community Services) Act, 1998
- The Children and Young Persons (Care and Protection) Act, 1998
- Commission for Children and Young People Act, 1998
- Catholic Schools Office documents include:
 - Child Protection – Identifying and Notifying Abuse
 - Guidelines for the Implementation of the Ombudsman Amendment Act
 - Child Protection – Procedures for Schools
 - Code of Professional Standards for Catholic School Employees

CHILDREN AND YOUNG PERSONS (CARE AND PROTECTION) ACT

This legislation establishes a shared responsibility for the protection of children. Teachers have a legal responsibility to report a child or young person who is at risk of harm. This means that staff at St Mary's Primary School, Scone, are required by law to make a report to the Department of Community Services when they have reasonable grounds to suspect that a child or young person is at risk of harm from abuse or neglect. This includes physical, sexual and psychological abuse, exposure to domestic/family violence, homelessness or the inability of the parents to provide appropriate medical care for the child or young person.

CHILD PROTECTION AND VOLUNTEERS

Being a volunteer in a school is an important task. St Mary's Primary School, Scone, would not be able to function as well as we do without the contribution made by the myriad of volunteers who so generously give of their time and expertise. Unfortunately, history has shown us that some adults put themselves in situations where they can use their positions of trust and power to harm children. This history has resulted in legislation in NSW which aims to protect children from abuse.

- The legislation that applies specifically to volunteers includes:
 - Commission for Children and Young People Act 1998
 - NSW Ombudsman Act 1974

COMMISSION FOR CHILDREN AND YOUNG PEOPLE ACT 1998

This legislation was enacted as a recommendation of the 1997 Wood Royal Commission. Under this legislation, in a school context, 'employees' include all persons, paid or unpaid, who have direct, unsupervised contact with children or young people through any aspect of their work in, or for, the school. It aims to protect children and young people from contact with people who have been convicted of the following:

- serious sex offence;
- child-related personal violence;
- murder of a child;
- indecency offences punishable by imprisonment of 12 months or more;
- kidnapping (unless the offender is or has been the child's parent or carer);
- offences connected with child prostitution;
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the Child Protection (Offenders Registration) Act 2000.

- Examples of 'employees' who perform a task for the school include, but are not limited to:
- volunteers assisting in classrooms, e.g. reading or library helpers;
- those attending a "working bee";
- persons providing transport on the request of the school;
- anyone assisting in the school canteen;
- people assisting with camps, retreats, community days and excursions;
- religious and clergy who attend the school for liturgies, retreats or services.

All volunteers are required to complete a Prohibited Employment Declaration prior to commencing as a volunteer. Declarations are available from the school secretary. Volunteers must read the Declaration, sign it and return it to the office.

It is very important for volunteers to read the Declaration before signing as it is an offence for a prohibited person to apply for, undertake, or remain in child-related employment.

Volunteers not willing to provide a Prohibited Employment Declaration are not permitted to undertake any duties in the school.

A volunteer who has any doubts about his/her status should seek independent legal advice.

NSW OMBUDSMAN ACT 1974

This Act guides the Catholic Schools Office and school's response when a child protection allegation has been made against an employees. It applies to paid and unpaid employees (volunteers) in schools. The Act requires the school to notify allegations that constitute sexual offences, misconduct, assault, ill-treatment, neglect and behaviour that causes psychological harm to children to the Diocesan Child Protection and Professional Conduct Unit (DCPPCU).

Once the allegation is received by the DCPPCU it is reported to the Ombudsman's Office. The DCPPCU then conducts an investigation into the allegation. The investigation gathers facts relevant to the allegation and arrives at a finding at its conclusion. The process of investigation provides the

If Misbehaviour Continues

Step 2 –

The child is sent to the partner classroom with work to complete for a period of time.

Partner classes: K/Yr 1 – Yr 3: Yr 3 – Yr 5: Yr 4 – Yr 6

At this stage a behaviour management plan may need to be implemented. Please consult the Assistant Principal.

Step 3 –

The child is to be placed on Time Out

TIME OUT

Children can be placed on Time Out for the following reasons:-

- answering back in a disrespectful manner
- talking over the top of a teacher in a deliberate, inappropriate manner
- blatant disobedience
- aggressive body language
- use of obscene language
- leaving the school grounds without permission
- destruction of, or damage to, school or children's property
- causing harm to other people by using 'hands on' or bullying
- out of bounds during class or play times
- dangerous behaviour to self or others

Time Out is missing playtime from 1:15pm until 1:55pm and children will be supervised by a staff member.

If Misbehaviour Continues

Step 4 -

The child is sent to the Principal and further follow-up is made with the parents. A letter will be sent home to inform parents. If a child is placed on Time Out four times in the one year they miss out on an upcoming activity. The particular activity will be determined by the teacher and the Principal. A referral to the school counsellor will be considered for repeat offenders.

If deemed appropriate by the Principal, their next Time Out will be in the form of an In-school Suspension. This involves the child working in the office area for the full day and having no interaction with the other children during class time and recess/lunch breaks. Class teachers will provide work for the child. Part of the work the child does during this time is to identify their misbehaviours and strategies to change their behaviour.

Step 5 -

- Suspension from school - after the Principal consults with the Parish Priest and CSO.
- **Corporal punishment is not to be used by staff, parents or volunteers under any circumstances.**

COMMUNICATION WITH TEACHERS

The teaching staff is most willing to speak with parents concerning any issues pertaining to the welfare of your child. Teachers are extremely busy people who have a great many demands placed on their day. Teachers cannot leave their classes to speak with parents. If you wish to speak privately to a teacher please organise a mutually convenient time. Appointments can be made by ringing the school secretary

CURRICULUM

Curriculum can easily be understood as just about everything that happens at school. It is what is intended and unintended to occur so as to promote the growth and learning of students. Within the curriculum of St Mary's, we find the distinctive Christian attitudes and values of the school.

The formal curriculum is made up of the Key Learning Areas:

Religious Education

English

Mathematics

Science and Technology

Human Society and Its Environment

Creative Arts (Visual Arts, Music, Drama & Dance)

Personal Development, Health and Physical Education (Sport)

Learning Technologies is integrated across the Key Learning Areas (Use of computers).

ENROLMENT PROCEDURES

Children who turn 5 on or before May 31st are eligible to apply for enrolment to St Mary's School. Before enrolment occurs, parents will need to arrange an interview with the Principal. This interview attempts to provide the parents with a fuller understanding of the nature of the Catholic School and to enable the school to understand the expectations of home.

St Mary's Scone accepts enrolments from families of other than Catholic Faith. Yet the school does have a responsibility to the welfare and authenticity of the Catholic way of life to be nurtured amongst the children in its care, so children from Catholic families are given first priority towards enrolment.

Each enrolment enquiry will be treated according to its own pastoral need and given due consideration.

EXCURSIONS

St. Mary's School places a due emphasis upon the provision of excursion in the curriculum. Excursions can play an important role in extending the classroom experience in a tangible and meaningful way.

An excursion which is appropriately orientated toward the specific needs of the children attending (i.e. activities are suitable for the chronological and intellectual age of the children, the excursion experience complements and reinforces the classroom programme) can add much to the development of the individual child and the class as a whole. Within the cognitive, social and affective arenas of a child's schooling, excursions can greatly enhance the overall development and experiences of each child.

The school is aware of certain issues when such ventures are planned and communicated to the proper authorities and the parents of the children in the class. Among these, are issues of cost; a suitable period of notification to the parents; the Principal and the Catholic Schools Office (if necessary); appropriate planning; correspondence to the curriculum; adherence to necessary supervision, safety and welfare needs; suitability of pre and post excursion activities; changes to school routines whilst the excursion is in progress.

Each class will be provided with the opportunity to experience at least one excursion during the school year. The nature of the excursion will depend on the age of the children, their collective needs and of the requirements of the curriculum.

FIRST AID

St. Mary's School subscribes to the NSW Ambulance Service. This covers all pupils attending the school for free ambulance travel whilst at school.

From time to time pupils have accidents at School requiring medical care not able to be provided by the staff. Whilst every effort is made to contact parents when these cases arise, in the event of the child needing immediate care, the Principal will authorise appropriate medical care to assist the child. Detailed information needs to be given to the school if your child is prone to a particular medical condition.

IMMUNISATION

Recommended minimum periods of exclusion from School, Pre-school and Child Care Centres of Infectious Diseases cases and contacts (1992).

Important Notes:-

- These guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced. (see below).
- These recommended periods are issued as a guide to teaching staff and medical practitioners, and may be modified in individual cases as circumstances warrant. Variation in the recommendations may be warranted in cases of local epidemics.

- In cases of doubt, or for guidance about conditions not mentioned on the list, advice should be sought from the appropriate clinician, school medical officer or medical officer of a health authority. Similarly, advice on possible preventive measures should be sought if cases occur in boarding institutions amongst children housed in dormitory-type accommodation.
- Records of immunisation status of children should be accurate and kept up to date.
- All children should be immunised against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis and tetanus, according to the NHMRC recommended schedule before entry into a Day Care Centre, Pre-School or School. Therefore the need to exclude case contacts should not arise.
- Non-immunised contacts of index cases with a vaccine – preventable disease of childhood should be referred to a medical practitioner or an immunisation clinic.
- Staff of Schools, Pre-Schools and Child Care Centres should also ensure that they have adequate immunity to measles, mumps, rubella, poliomyelitis, diphtheria and tetanus. Immunity to rubella is particularly important for female staff of childbearing age.

CONDITION	CASES	CONTACTS
Chicken Pox (Varicella and Herpes Zoster)	Exclude till fully recovered or at least 5 days after the eruption first appears. Note-some remaining scabs are not an indication for continued exclusion.	Any child with an immune deficiency (eg leukaemia or receiving chemotherapy should be excluded fro their own protection. Otherwise not excluded. Not excluded.
Conjunctivitis (Acute infectious)	Exclude until discharge from eyes has ceased.	Not excluded
Diarrhoea (Rotavirus, Shigella, Giardia, Salmonella, Campylobacter)	Exclude until diarrhoea has ceased.	Exclude family household contacts until cleared to return by an appropriate health authority.
Diphtheria	Exclude until medical certificate or recovery following at least two negative throat swabs. The first not less than 24 hrs after cessation of antibiotic treatment and the other 48 hrs later.	Not excluded.
Glandular Fever	Exclusion is not necessary.	Not excluded.
Hepatitis A	Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.	Not excluded.

Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Human Immunodeficiency Virus infection (HIV)	Exclusion is not necessary unless the person has secondary infection requiring exclusion in its own right.	Not excluded.
Impetigo (School Sores)	Exclude until appropriate treatments has commenced and sores on exposed surfaces are covered with a dressing.	Not excluded.
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hrs of their first contact with the index case, they may return to school.
Measles	Exclude for at least 4 days from the appearance of the rash.	
Meningitis (Bacterial)	Exclude until well.	Not excluded.
Meningococcal Infection	Exclude until well.	Not excluded.
Mumps	Exclude for at least 9 days after onset of symptoms.	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit on a medical certificate of recovery.	Not excluded.
Ringworm, Scabies, Pediculosis (Lice), Trachoma	Exclude until the day after treatment has commenced.	Not excluded
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.	Not excluded. <u>NOTE:</u> Female staff of childbearing age should ensure that their immune status against rubella is adequate.
Streptococcal Infection (including Scarlet Fever)	Exclude until the person has received antibiotic	Not excluded.

treatment for at least 24 hrs
and the person feels well.

Tuberculosis	Exclude until production of medical certificate from appropriate health authority.	Not excluded.
Typhoid and Paratyphoid Fever	Exclude until production of a medical certificate of recovery.	Not excluded.
Whooping Cough (Pertussis)	Exclude for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 yrs for 14 days after the last exposure to infection or until they have received 5 days of a 14 day course of antibiotics.

INJURY TO STUDENTS & ILLNESS AT SCHOOL

Our facilities for the treatment of major injuries at school are adequate. We do ask if you are doubtful in any way regarding the fitness of your child for school on a particular day that you make arrangements for his/her care at home.

Should your child become ill while at school and it is considered advisable that he/she be sent home will be done. We will contact you by phone before taking such a step. In such cases we will require the services of a member of the family. In the case of serious accident it is important to have parent's permission to call an ambulance to attend to the child at school, take the child to the nearest hospital or to a doctor you recommend. In all cases parents will be contacted immediately.

Should students require medication while at school the same should be left with the class teacher. A note from parents regarding type of medication and instruction is required.

Children using Ventolin inhalers or the like should make the same known to teacher. No child will be given medication unless written instructions are received from the parent/guardian.

LIBRARY

The School has a well stocked library. The children have a Library lesson each week are able to borrow books on a weekly basis. We do ask children to be careful with these books. Library Bags are essential. The Library is open to children each Tuesday and Wednesday at lunch time.

LIFE EDUCATION VAN

The Education Van visits St. Mary's School annually and all children from Kindergarten to Year 6 participate in this very important program. Life Education is a program designed to teach children about the major functions of their bodies and to educate them of the harmful effects of all drugs on the body.

LOST PROPERTY

After checking carefully, students should report lost property to the class teacher. It is important that parents **CLEARLY MARK ALL ITEMS OF CLOTHING**. All unclaimed items are placed in a basket in the Lost Property Box.

MEDICATION

Please ensure that all medication to be taken by your child is given to the Secretary with details of dosage, times to be taken and all this in writing. This simple procedure will ensure the safety of your child and the other children in the school.

NEWSLETTERS

A newsletter will be given to the children weekly. This enables families to know what is happening at St. Mary's. It is suggested that you file these Newsletters for reference.

The newsletter should reach you on the Wednesday evening.

All school activities and P&F news are published in this newsletter. It is our way of keeping you informed of the various events taking place at the school. Please refer to the newsletter for relevant details pertaining to activities and events within the school community.

PARENTS & FRIENDS ASSOCIATION

Apart from being an important fund-raising body, this Association is also considered to be a valuable consultative and advisory group to assist and support the principal and school. The principal reserves the right of the final decision in matters relating to the latter but nevertheless greatly values the opinions of the parent body.

All parents should be active members of the P&F Association which enables the parents to participate in the discussions, decisions and projects of this important body.

You are urged to attend the monthly meeting which occurs on a Tuesday in Weeks 3 and 7 of each term.

Your attendance and participation in the many and varied activities of the P&F Association will give you a valuable insight in the operations and routines of not only St. Mary's School but also of the Catholic Education System in general.

PARENTAL HELP

Parental help is always needed and appreciated. You may like to take the opportunity to help in any of the following areas:

Reading Groups
Library Borrowing

Computer Education
Art and Craft Activities

Canteen
Playground Maintenance

Sport Days
Working Bees

PASTORAL CARE AND DISCIPLINE

The term “pastoral” is derived from the beautiful symbol and image of God as shepherd to His people. This symbol and image plays an important part in determining the tone within the school.

What is it all about?

Pastoral care is the integration of the spiritual, academic and social dimensions of a school's energy so that an atmosphere of care prevails within the school community.

It is not a separate Key Learning Area but is integral to the daily life of the school and cannot be restricted to a particular subject or curriculum area. The atmosphere of pastoral care touches children, teachers and families alike.

Everyone is affected by the presence or lack of Pastoral Care in any school.

Pastoral care is about respecting individual rights and freedom. It is not something that can be imposed within or on the school, but arises out of a common quest to realise the distinctive talents and gifts of the people in the school. Each person is made in the image of the Living God and as a result possesses an inherent value irrespective of their individual abilities, social standing or personal actions.

Some types of pastoral care are planned and programmed, such as “Seasons for Growth”, whereas other types occur implicitly, such as affirmation, greeting each other, even correcting work and answering questions.

Pastoral care is a response to the life needs of adults and children in the school community such as self esteem and self discipline, developing social relationships and effective communications, challenges, a supporting environment, religious meaning and spirituality, scholastic progress as well as moral and personal development.

As for any aspect of the school, St Mary's is working towards the ideal and we recognise that pastoral care is an area that can always be improved upon, to make the school a more caring, just and accepting Christian environment wherein all can live, work and learn.

The school's discipline plan within is very much based on a past oral care approach.

The emphasis is on recognising, encouraging and rewarding children who choose to behave appropriately. We try to be positive rather than continually emphasising the negative.

A pastoral approach is many things but could briefly be summarised as a caring response to the life needs of children in the school.

PAYMENT OF SCHOOL AND RESOURCE FEES

Federal and State Governments make substantial contribution to the cost of the Catholic School, recognising the value of the education we give.

But in no way, does this cover our costs and running expenses.

The Catholic Community supports its school and parents meet their school tuition fees to cover some of the running costs of the School.

Tuition, Building and Resource fees are charged at St Mary's School for all pupils. Tuition fees are set by the Catholic Schools Office from advice from the Diocesan Financial Council and the Diocesan Education Council, and are approved by the Bishop. The Family School Building Levy is set by the Diocese of Maitland-Newcastle to cover the cost of school buildings; this fee is set on a family basis. The School sets a Resource Fee.

The tuition fee has a 25% fee reduction for the second child, 50% for the 3rd child and for the fourth and subsequent child tuition fees are free. The fourth and subsequent child that attend primary or high school (St Mary's Primary School or St Joseph's High School) are free.

The School Fees for 2009 will be 1st child \$840.00, 2nd child \$630.00 and 3rd \$420.00. The Family School Building Levy is \$468.00. The Resource Fee is \$195.00 per child. The School account is calculated per 3 terms (Term 1, 2, & 3), which is listed below:

Years	School Fees	Family School Building Levy	Resource Fee	Total	This is calculated Per 3 Terms.
1 st Child	\$280.00	\$156.00	\$65.00	\$501.00	
2 nd Child	\$210.00		\$65.00	\$275.00	
3 rd Child	\$140.00		\$65.00	\$205.00	

St Mary's School operates at a managed resource level, which seeks to bring into balance the education of the child and the ability of the family to contribute to the cost of this education. This principle is a major aspect of determining the level of fees asked from families for the education of their children.

Whilst accepting the importance of prudent fiscal management and follow-up in the school, St Mary's will be reminded of its responsibility to make an appropriate pastoral response regarding the collection of fees to those families who have difficulty in meeting their school fee commitments.

No child will be penalised in the school when their parents have communicated an earnest difficulty in paying school fees.

At the time of seeking enrolment, parents will receive a brief outline of arrangements regarding school fees, school building contribution levies and other charges. This outline will include the seriousness with which parents must take in their responsibility for meeting fees. Further, it is a matter of justice to all parents that each family undertake their responsibility to meet school fees or in the matter of difficulty in payment communicate with the Principal to organise a mutually agreeable arrangement.

In the case of pressing financial circumstances, families may receive a concession on tuition fees

Both the school and families have a responsibility to communicate regularly regarding fees.

Inability to pay fees is not an acceptable reason for refusing enrolment of a student. In the case of overdue fees or no payment, the Principal will contact the family in writing seeking either payment or an appointment date to discuss the fees owing to the School. Where these reminders are ignored, the Principal will personally contact the family seeking an appointment time to discuss the fee issue.

Where several reminders are ignored and the Principal has received no explanation, the parents will be notified that the child's enrolment may be suspended until such time as parents make an appropriate arrangement with the Principal. The Parish Priest will be notified of the circumstances of this action.

All communications between the school and the family regarding school fee payments and concessions will be held in the strictest confidence by both parties. Families are asked to keep in regular contact with the school regarding changing circumstances in fee payment.

PERMISSION NOTES

Notes from Parents are required for the following circumstances:

- Permission to leave the playground or supervision of teachers during school hours.
- Absences, stating the reason, and dates the child was away from school.
- Out of uniform. This note should state the reason and the date you expect the child to be back in full uniform.
- If a child is later than 9:15am parents are expected to sign their child into school at the office.
- If a child is taken from school before 2:50pm parents are expected to sign their child out of school at the office.

PERSONAL POSSESSIONS

St. Mary's cannot take responsibility for valuable possessions brought to school by the children. Please do not send cards for swapping, electronic devices or toys as the loss of these items can take up a great deal of a teachers time and lead to children being very disappointed. Please discuss with your child the need for care in this area.

SACRAMENTAL PROGRAMMES

Our parish school community is part of a wider community, that of St Mary Queen Of Peace Parish and, in turn, the Maitland-Newcastle Diocese. Hence, the importance of school and parish liaison cannot be overlooked. We seek to work together to bring about God's Kingdom in our families, our school, our parish and into the wider community.

In accordance with the Maitland-Newcastle Diocesan Policy on *The Sacraments of Initiation* ratified in 1996 by Bishop Michael Malone, all sacramental programmes begin in the family and parish base supported by the parish school. The first faith experiences of children begin in the home and extend into the faith community of the parish.

While teaching about the sacraments are included in daily Religious Education lessons at various times during the year, a specific sacramental programme will not be taught in the school as in the past.

Sacramental programmes will instead, be offered through the parish community which will incorporate family faith sharing.

The school provides support to this parish based programme implementing teaching programmes on the sacraments at the time of parish preparation for each sacrament. Parents interested in admitting their child into the parish/family based Sacramental Programme should in the first instance, contact the parish priest.

SCHOOL TIMES

School assembles at 9.00am and closes at 3.10pm. The playground is formally supervised from 8.35am until 3.15pm with the exception of bus lines, which are supervised until the departure of the last bus. Your child, for his/her safety and welfare, should not be in the playground while it is unsupervised.

School Timetable:

8:55am – Assembly Bell & Assembly
11.00-11.20am – Recess
1.00-2.00pm – Lunch
3.05pm – Afternoon School Assembly

SCHOOL CAPTAINS/SPORT CAPTAINS

Each November, School Captains and House Captains are elected from Year 5, for the following year by Year 2 - Year 5 and the staff. The new leaders will be announced at the Annual School Presentation.

There are four houses for sport – Stewart – Blue; Dangar – Gold; Robertson – Red; Cunningham - Green

The Induction Ceremony for our leaders will usually take place early in the new school year.

SCHOOL AND CLASS MASSES

Throughout the term classes take turn to attend Masses, if the Parish Priest is available. These are usually celebrated on a Friday at 9:15am. Parents are always invited to join the children on these occasions. At times liturgies or whole school prayer services are organised for special feast days and events, such as grandparents' day. Again, families are most welcome to attend and participate.

SCHOOL BANKING

Should you wish your child to start a banking account at School, the Catholic Development Fund has this facility operating out of the School. Forms etc. can be obtained from the School Office. Scone has a local agency at McCallum Inglis Kelly St, where deposits and withdrawals may also be made.

STUDENTS PROGRESS REPORTS & INTERVIEWS

Formal reports will be given to parents at the end of each semester. A meeting will be held with parents within the first few weeks of the school year. The mid year report will be a comprehensive

written report and be followed up with a parent/teacher interview. Parents are reminded that teachers are readily available for interviews at any time. Simply arrange a mutually acceptable time by ringing the office.

SCHOOL CANTEEN

Thanks to the generosity of the parents the school canteen operates Tuesday to Friday and lunches may be ordered.

Name and Class should be clearly written on a paper bag and money enclosed for a Lunch Order.

Canteen Price Lists are distributed at the commencement of the year and whenever prices are revised.

SCHOOL PROFESSIONAL DEVELOPMENT DAYS (PUPIL FREE DAYS)

The school is allocated five Professional Development Days each year. They are PUPIL FREE DAYS. Students do not attend school on these days. The days are used by staff for the purpose of improving the school and planning curriculum.

SCHOOL UNIFORM

We try to encourage the children to take pride in their appearance and to dress in the correct uniform at all times. Here are a few practical ways in which you can help your children:

- Ensure that their uniform is always neat, clean and tidy.
- Polish their school shoes.
- No nail polish is to be worn at school.
- A general tidiness in hairstyle and no fancy hair accessories. All Accessories should be navy blue.
- Sleepers and studs only to be worn in pierced ears.
- Please label all clothing.
- The wearing of the School hat is compulsory.
- Necklaces are not permitted.
- Children are encouraged to bring a note to explain any variation from the school uniform.

The wearing of the St. Mary's School Uniform is a mandatory requirement for all students. Strict adherence to the specifications as set out below is essential. These specifications have been established by the St. Mary's Parents and Friends Association and no variations will be approved unless authorisation is granted by the latter body.

CLOTHING POOL: The P & F conduct a clothing pool to sell new and used school uniform items. Please check with the school secretary for the opening hours.

GIRLS-

- i. Blue checked summer dress (available through the School). Navy ankle socks.
- ii. Black lace-up/buckle shoes and navy ankle socks.
- iii. During winter, navy blue serge tunic, (available through the School), pale blue blouse with peter pan collar and tie (available through the School).

- iv. During winter navy ankle socks or stockings. Knee high stockings are permissible as long as no gap is visible between the top of the stocking and the hem of the tunic.
- v. Navy V-neck jumper with School emblem (available through the school)

BOYS-

- i. Short sleeved blue open-necked shirt with emblem and grey shorts for summer. Shirts and shorts are available to purchase from the School.
- ii. Black lace-up shoes and grey socks.
- iii. During winter, a long sleeved blue shirt, grey trousers with school tie (available from the School).
- iv. Navy V-neck jumper with School emblem. (available through the school)

SUMMER UNIFORM to be worn

Term 1 – all term
Term 2 – part of the term
Term 4 – all term

WINTER UNIFORM to be worn

Term 2 – part of the term
Term 3 – all term

Note: Jewellery is not part of the School Uniform. Studs or sleepers only to be worn.

SPORTS UNIFORM (Girls & Boys)

- i. Navy blue shorts with school emblem, available from School.
- ii. St. Mary's T-Shirt with school emblem, available from School.
- iii. White socks and joggers.
- iv. School hat.
- v. Tracksuit in winter, available from School.

STUDENT TRANSFER FORMS

Please notify the Principal if you intend to leave the School or district, so that a transfer form can be arranged.

TRANSPORT TO SCHOOL

A) Bus Passes

- i) All infants pupils (Kindergarten – Year 2) are eligible for a School Bus Pass Free.
- ii) Primary Pupils who reside greater than 1.6km radial distance from the School attended will also be eligible for free travel.
- iii) Bus Application Forms are available from the School.

B) Private Conveyance Subsidy

Parents who live at a distance greater than 1.6km from the School in an area not service by Bus or who need to drive their children more than 1.6km from their gate to the nearest Bus Stop are eligible for Private Conveyance Subsidy. Forms are available from the School.

Bus Travel

To assist those involved in the transport of school children in School buses, the following guidelines have been prepared and circulated to all children. Bus proprietors, School Principals and Parent groups have endorsed this action.

- 1) Students should remain inside the School grounds until the bus stops.
- 2) All students must be seated according to the instructions of the driver and remain seated during the journey. The law insists that this be done and that no part of the child's body protrude from the window. If, for any reason a child is required to stand, they shall do so in the centre aisle of the bus.
- 3) Courtesy is expected at all times. Shouting and unnecessary noise within the bus is not permitted. Under no circumstances should remarks be made to pedestrians, or to occupants of other vehicles.
- 4) The bus should be left free of litter and nothing should be thrown or dropped from it.
- 5) School students are not permitted to smoke in school buses.
- 6) In most cases, problems will be resolved by the drivers or bus proprietors. Unsolved or recurring problems should be referred to the Principal of the School concerned.
- 7) A serious attitude will be taken towards any act of vandalism, and could lead to legal action for damages by the proprietor.

The Principals of the following School have agreed on this policy:

*SCONE HIGH SCHOOL
ST. JOSEPH'S ABERDEEN
SCONE PRIMARY SCHOOL
ST. MARY'S SCHOOL, SCONE
SCONE GRAMMAR SCHOOL*

BUS COMPANIES

<u>RUN</u>	<u>COMPANY & CONTACT</u>	<u>PHONE</u>
Moobi Road	John Cumberland	6545 2210
Wingen/Parkville	Howard's – Phonse Howard	6546 6178
Kars Springs	} Osborn's Bus Co.	} 6543 3041
Bunnan		
Satur		
Town Bus		
Glenbawn		
Turanville	} Osborn's Bus Co.	} 6543 3041
Aberdeen		
Muswellbrook		
Gundy	} Osborn's Bus Co	} 6543 3041
Moonan Flat		
Waverley Rd		
Timor		

SUPERVISION

Teaching staff are required to be on duty at 8.35am each day. There are usually staff at school before this time. Playground supervision begins at 8.35am each day. Before this time, children are required to be seated outside their classroom.

At the end of each day, playground duty ceases at 3:15. However a teacher will remain to supervise children who catch buses until the departure of the final bus.

If parents are to be occasionally late picking up their child, require their children to be at school earlier than usual or if their child is to be picked up by another person, please as a matter of courtesy, notify the school.

PLAYGROUND AREAS AND PROCEDURES

- no hat ~ no play – children without a hat are not allowed in the sun or allowed to play
- children must ask permission to leave the playground
- any rough or inappropriate play will not be tolerated
- hands off other children
- sports equipment will be made available by the Sports Captains and must be returned when the bell goes to end play. The children are to respond promptly

Morning

- Teacher on duty to send children to classes with bags at 8:35am
- Children may use top quadrangle
- Tennis balls only in this area
- Hats on

Recess

- Hats on
- May use quadrangle and bottom playground when directed by teachers

Lunch

- Infants/Primary – sit down for lunch in allocated areas
- Canteen ~ 1:15 p.m. - 1:30 p.m.
- Play only on fields/basketball court/quadrangle or in the Library when opened (Tuesday & Wednesday)
- “No Hat - No Play”

Bus Duty

All children will line up for afternoon assembly.

Bike riders move off first

Town, Satur Moobi 1 and Murrundi buses move off next

Children waiting to be collected by their parents or walking are able to move off as directed.

Supervising teacher for late buses may take the children to the field and make sure the children sitting on the stools at the entrance to the school by 3:30pm.

Bus Duty for Wet Days

At 3:05pm children are sent to the following areas:

Kinder Verandah – Town, Satur, Murrundi & Moobi 1 buses, SOOSH children. Infants teachers to supervise lines and accompany children to buses.

Stage 2 Verandah – Bikes, walkers, cars. Stage 2 teachers to accompany children to the Short St gate.

Office Verandah – Late bus children. Late Bus teacher to supervise.

Wet Weather Procedures

Buddy Teacher Kinder/Year 1/Year 2
 Year 3 / Year 4
 Year 5 / Year 6

These procedures will apply when rain makes it impossible to supervise the students in the playground. Teachers will be informed by note or phone call when these procedures are to be used. The decision will be made by a member of the Executive.

Before School

Normal duty to apply. Students to remain under covered areas.

Recess

Normal duty to apply. Students to remain under covered areas.

Lunch

Duty teachers to remain as rostered for the first half of lunch supervision. K/1/2 will eat lunch on the library verandah while 3/4/5/6 will eat in their normal area. Buddy classes will operate for the second half of lunch duty.

Where the weather permits limited outdoor play, the back playground will be closed, but children will be permitted to play on the basketball court and climbing equipment if suitable.

PUPIL INFORMATION

Upon enrolment, parents complete a detailed enrolment form. This information is important as it provides information necessary for the welfare of your child, i.e. medical data, contact numbers. This information is stored in our schools computer system and is only changed when we receive written advice.

Please ensure that all changes in the child's life, (even seemingly the simplest such as a change of address or telephone numbers) are forwarded to the Secretary in writing. Changes in custody details need to be discussed with the Principal and copies of court orders supplied for School records.

It is necessary that changes to normal routines, such as a different person picking a child up from school, be reported to the school.

These issues allow the school to exercise its Duty of Care and ensure that the welfare of the children is always paramount.

SCHOOL PHOTOGRAPHS

A photography firm visits the school annually for class and individual photographs.

VISITING PERFORMERS

Added to normal educational experiences, visiting performers are invited to give performances at the school. These are generally limited to one per term. Costs are included in the Resource Fee.