

Parent Handbook 2024



St MARY'S
CATHOLIC SCHOOL
BOYUP BROOK

Courtesy

Kindness

Respect

Pride

School Vision Statement

St. Mary's Catholic School is committed to the education of the whole child based on Gospel values and the person of Christ.

We strive for excellence in all areas and involve the parents and community in the education of the children of our school.

We hope to lead the children to an integration of faith, life and learning and in doing so assist them to prepare for their place in society.

This we do in a caring atmosphere where individual needs are catered for in a spirit of compassion, understanding and encouragement.



Principal's Message

Welcome to the 2024 School Year

Dear parents, staff and students,

Welcome to the 2024 school year. It is my privilege to be the relieving principal for St Mary's in 2024 while Ronan Kelly is on leave.

St Mary's school community has every reason to be very proud of their school, which under Mr Kelly's guidance, has developed an outstanding teaching and learning environment for its children.

St Mary's is also blessed with a highly professional and dedicated staff who are committed to assuring that students receive an education of the highest standard.

The child centred, child focussed approach is foundational to St Mary pastoral care for all students.

We strive to meet the individual needs of students in an environment that recognises that every child has a right to learn, to feel safe and to know that we care for them greatly.

I wish all staff, students and families every blessing as we commence another year in 2024.

Phillip Rossiter
Principal



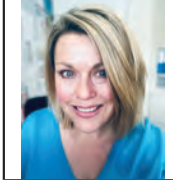
2024 Staff

Mr. Phillip Rossiter



Principal

Mrs. Emma Fortune



Administration

Mrs. Gemma Aird



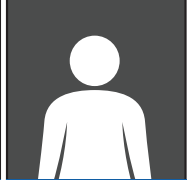
Administration

Mrs. Hayley Cook



Educational Assistant

Ms. Leearna Alexander



Educational Assistant

Ms. Amy Dyer



Art

Mr. Scott Tweedie



Science (Tue)
Sport (Thu), Tech (Fri)

Mrs. Barbara Marsh



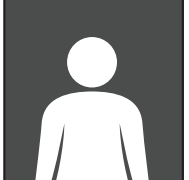
Year 5/6

Mrs. Margaret Evans



Year 1/2

Miss. Bella Harrison



Educational Assistant

Mrs. Jane Wheeler



Kindergarten/PP

Mrs. Sharon Nield



Music and K/PP

Mrs Gemma Hester



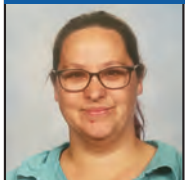
Support Teacher
(Mon/Tue)

Miss Deb Corp



Educational Assistant

Ms. Melanie Elks



Year 3/4

Staffing Structure

Principal:	Mr. Phillip Rossiter
Administration:	Mrs. Emma Fortune Mrs. Gemma Aird
Year 5/6:	Mrs. Barbara Marsh
Year 3/4:	Ms. Melanie Elks
Year 1/2:	Mrs. Margaret Evans
Kindergarten/PP:	Mrs. Jane Wheeler (Mon, Thurs) Mrs. Sharon Nield (Fri)
Student Support:	Mrs. Gemma Hester (Mon, Tue)
Educational Assistants:	Mrs. Hayley Cook Miss Deb Corp Ms. Leearna Alexander Miss. Bella Harrison
School Chaplaincy Worker:	Mrs Hayley Cook
Technologies/Sport:	Mr. Scott Tweedie
Science:	Mr. Scott Tweedie
Art:	Ms. Amy Dyer
Music:	Mrs. Sharon Nield

Specialist days for 2024

Monday Music	Tuesday Science	Wednesday Technologies	Thursday Sport	Friday Art
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School Hours and Term Dates for 2024

School Hours 2024

Pre-Primary to Year 6:	8.50 am - 3.15 pm
Morning recess:	10.35 am - 10.55 am
Lunch:	12.45 pm - 1.25 pm

Wednesday - early close 2.30 pm

Kindy days:

Term 1 :	Wednesday, Friday.
Term 2 to 4 :	Monday, Wednesday, Friday.

Term Dates 2024

Term 1: Students:	Wednesday 31 January – Thursday 28 March
Term 2: Students:	Tuesday 16 April – Friday 28 June
Term 3: Students:	Tuesday 16 July – Friday 20 September
Term 4: Students:	Tuesday 8 October – Friday 6 December

Pupil Free Days in 2024 (subject to change)

Please keep an eye on the Term Calendar each term for the pupil free days, they are marked in green. Below are the Pupil Free days for 2024:

Term 1: Friday 16th April (Country Music), Monday March 4th (Labour day),
Friday April 29th (Good Friday)

Term 2: Monday 15 April, Tuesday 25 April (ANZAC Day),
Monday 3th June (WA Day)

Term 3: Monday 3rd July

Term 4: Monday 4th November (Catholic Day),
Tuesday 5th November (Dinninup Show)

2024 School Advisory Council and P&F

2024 School Advisory Council

Chairperson	Janis Beadle
Secretary/ Treasurer	Fleur Mead
P&F Rep	TBA
Members	Nigel Sprigg, Mike Lloyd, Janine Henderson
Principal	Phillip Rossiter
Parish Priest	Fr Roshan Fernando

2024 P&F Executive

Joint President	Therese Lloyd and Lisa Chapman
Vice President	Emma Robertson
Treasurer	Hayley Graham
Secretary	Chantelle Mortley

Please note that all parents at the school are members of the Parents & Friends association and are welcome to attend the meetings at any time. They usually take place twice or three times a term at times advertised via Skoolbag and the Newsletter and last one hour. Your support and attendance is always appreciated.



New Low School Fee Structure

From 2023 we are now part of a low school fee initiative that ensures our school is affordable for all.

- Kindy school fees are a flat \$100 per child

- PP to Year 6 fees are as follows:

 - 1st child - \$300

 - 2nd child - \$240

 - 3rd child - \$180

 - 4th child - free

There is a \$90 building levy per family.

Skoolbag App



At St Mary's we use Skoolbag as a primary form of communication between the school and our parents. We use this forum to send out our newsletters each fortnight, inform parents of upcoming events and parents can use it to submit absentee forms, which are compulsory if your child is absent. The app is available for either android or apple devices. Once downloaded simply search for our school and turn on notifications. If you have issues with this simply come to the school office and we can help you sort it out.

School Nurse

Our local school nurse in the Warren Blackwood region is Sarah Anderson. Sarah visits our school about once per term and on a needs basis and will meet with our Kindy children in the first half of the year. Sarah usually does some simple screening of fine and gross motor skills as well as basic hearing and eyesight checks. These are used to pick up any early warning signs for parents to be aware of.

Family Involvement at St Mary's School

At St Mary's we welcome and appreciate parental involvement in our school. Over the years our school has benefited in no small way from the hard work, dedication, creativity and support of our parents. Our School Advisory Council assists the Principal in the management of the school's finances and the strategic direction of the school. The P&F supports the school in building community and fundraising. There are numerous ways parents can help, assist and become involved. Below are some examples of how you can support our school and become involved in the life of the school.

- Support the school, its programs and activities (e.g. encouraging new/young families in the area to come to Learn & Grow).
- Participate in the P&F and school advisory council run events such as the welcome BBQ at the start of the year, the bi-annual School Auction, movie nights and any other events.
- Volunteer your time and expertise when possible (e.g. in the school canteen, in the library, sports training and in class at a teacher's request).
- Coaching and assisting at sporting events.
- Attend Sacramental (First Communion, Confirmation) and Graduation Masses.
- Assist with morning reading in your child's class.

We are always grateful for parent involvement, it adds so much to our school and we are always grateful for parent involvement as it adds so much to our school.

School Code of Conduct

Every Catholic school is required to have a School Code of Conduct. The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of the students at our school. It is a minimum requirement that everyone entering our school abide by this set of guidelines. The full Code of Conduct can be accessed on our website at the following address:

https://www.stmarysbbk.wa.edu.au/pdf/policies_codeofconduct.pdf

Assessment and Reporting at St Mary's

Keeping parents informed of their child's progress is a vital part of the partnership parents and teachers form in a child's education. Parents are the first educators of their children and we strive to facilitate regular communication and progress reporting to parents. Some of the ways we do this are outlined below:

- Assessment books which are sent home regularly each term.
- Parent information evening (Term 1).
- Parent - teacher meetings (End of term 2).
- Homework diaries (daily).
- Updates via the SeeSaw app.
- Semester Reports (End of Term 2, End of Term 4).
- Termly meetings for students on an Individual Education Plan (IEP)

If you have a concern regarding your child's academic or social-emotional development then please get in touch with your child's teacher and arrange a meeting. Please do this rather than raising the issue before or after school when the teacher may be engaged in the morning reading program or some other activity related to the whole class. We believe that working closely together we have the capacity to produce great outcomes for all students in our school and we appreciate the support and involvement of our parents.



Attendance and Duty of Care

In order to ensure the safety of all children the school must have an accurate attendance recording procedure. Teacher's record student attendance electronically twice each day: in the morning and after lunch. As a school we are legally required to do so and further to this we are required to keep a record of why students were absent on any given day. Because of these increasing requirements we ask parents to co-operate by doing the following:

- Download the **Skoolbag App**, as this is our most preferred form of communication, especially in regard to absentees and ongoing communication. Please contact the front office if you need ANY help with downloading this app.
- If a child is to be absent on a particular day parents are asked to notify the school via the **Skoolbag App** or via the 'absentees' tab on our school website by 9.15 am (this includes Kindy children). If the school is not notified by this time you will receive an automated reminder on your mobile. Notification is also needed for dentist and other appointments, these are to be sent to class teachers or the front office.
- No child is permitted to leave the school grounds during school hours without a note from the parents or permission from the class teacher/Principal. If you are collecting your child for an appointment please do so via the front office.
- If a child is to be away for longer than 3 days then a written note from parents is required. If your child/children will be absent for a prolonged period of time then please inform the school in writing prior to the planned absence

Before and after school

Children are not expected to arrive before 8.30 am or to remain after 3.30 pm.

The schools supervision/duty of care commences at 8.30 am and ceases at 3.30 pm.

If you have an issue arriving on time or have made alternate arrangements for your child's pickup please notify the school so we are aware. Examples of this include occasions when children are being picked up by someone else, going/not going home on the bus etc.



Use of I.T. at St Mary's

Use of I.T. at school:

Over the past two years, the School Advisory Council have invested heavily in devices to ensure our students have the same opportunities as any other students across any school in the country. Our teachers are working hard to develop themselves professionally so they can integrate the use of these devices into the classroom appropriately.

To ensure the safety of all students while using I.T, we have put boundaries in place to ensure our students are using the school devices in an appropriate manner. We no longer send home I.T. contracts that have to be signed and returned; however it is understood that while using the schools I.T. equipment (laptops, iPads etc) students must do so respectfully. They are not allowed to visit gaming or social networking sites, they are not allowed to download material or change any device settings without teacher permission and any form of messaging or texting is prohibited. The iPads all have monitoring software installed where teachers can view each students screen and ensure they are on task. Any deviation from these agreements will result in a loss of I.T. privileges at the teachers/principal's discretion.

Bringing mobile phones or other devices to school:

If your child needs to bring a mobile phone or any other device to school, then **the school must be informed about this in writing by the parents/caregivers.** The student must hand in the phone/device to the teacher in the morning before school and pick it up in the afternoon after school. We enforce this rule strictly because we cannot monitor or control what content could potentially be on a mobile phone that comes in from outside. We fully expect and appreciate your co-operation with this.



School Uniform and Dress Code

At St. Mary's School our uniform is a great source of pride. We ask our parents to please ensure that students are wearing the correct uniform at all times and wearing it with pride. We also ask parents to follow the below guidelines on jewellery, grooming and general dress.

Hair & Grooming Guidelines

Parents are responsible for working with their child to present in a clean and tidy manner when attending school. They must have clean shoes, shirts tucked in with brushed tidy hair. No nail polish is permitted.

Hair should be:

Clean, neat and tidy.

Long hair (collar length or longer) for both boys and girls should be tied back firmly away from the face. Fringes should not be hanging down into their eyes.

Hair bands and hair ties can only be maroon and blue (school colours).

Dress Code

Students in Kindy and Pre Primary wear the sports uniform with either shorts, track pants or a skirt for girls. In winter, the school has a maroon fleece jacket that can be purchased from the front office.

From Year One, children must wear the school uniform (see pictures on next page).

Girls have a skirt and shirt that are worn all year round. They also have the option to wear shorts or pants. Boys have the option to wear either shorts or long pants all year round, with the school shirt.

Students wear this uniform Monday- Wednesday and wear the sports uniform each Thursday and Friday.

Students must bring a hat to school every day, all year round. In Terms 1 and 4, and when the UV index is above 3 at other times of the year, students will be required to wear their hat when outside.

School Uniform and Dress Code



SPORTS UNIFORM



KINDY/PP UNIFORM



Short/skort option and fleece jacket available

More detailed information about our uniform can be found on our website at the following location: <https://www.stmarysbbk.wa.edu.au/school-uniform/>

NOTE: Please ensure all items of clothing are clearly labelled with your child's name!

Jewellery Guidelines

Boys and girls are permitted to wear:

- a watch (provided it is not a smart watch with a recording device)
- a chain with a Holy medal
- studs or sleepers in lobe (small sleepers without accessories, two pairs maximum, no dangly earrings)
- a Medic Alert bracelet (this is the only bracelet permitted)

Shoes to be worn (Year 1 upwards)



Sandals



No flat shoes or black runners with normal uniform



Health, Hygiene and Medication at School

If your child is genuinely sick it is best to keep him/her at home to prevent infectious diseases and viruses from spreading throughout the school. This is especially pertinent during the cold/flu season and has become even more important since the COVID-19 outbreak. Your co-operation in this area is very much appreciated.

If a child becomes sick during the school day, or has an accident and needs medical attention, parents will be immediately notified so that arrangements can be made for appropriate care. If a child requires medication to be administered during school hours, parents are asked to email the instructions to the office at admin@stmarysbbk.wa.edu.au. Children should not keep medication at school (e.g. in their school bags), it must be left in the office and administered under the supervision of a staff member.

If your child has an allergy or medical condition that may require us to care for them in an urgent situation eg Asthma, Bee Sting Allergy, Peanut Allergy, Epilepsy etc. we require Emergency Action Plan forms to be completed. These will guide us in caring for your child should the need arise. The forms are available from the office. Parents, we ask that you fully inform your child's class teacher and office staff of all aspects of your child's condition.

In cases of infectious diseases, Health Department guidelines for teachers and local authorities are to be followed. Parents are asked to keep the school regularly updated on their child's medical history, and current telephone numbers (home number, mother's and father's work numbers, and two other emergency contact numbers, ie. Grandparents etc.).

Children's hair needs to be regularly examined for head lice and/or nits. Treatment is available over the counter from a pharmacy, and parents should commence treatment as soon as the infection is discovered. The school should also be informed, and children kept at home until they are clear of lice/nits.



Learn & Grow continues from Term 2

Learn and Grow program beings from Term 2 each school year. All families with pre-school aged children are welcome to come along and join in the morning of fun. The program is held on Friday mornings from 8:45-10am in our Early Childhood classroom. There are a wide range of activities that take place during the session, offering a range of sensory and hands on experiences that incorporate fine motor skills essential for learning. At the conclusion of the session, we finish with some rhymes, and a story. Throughout the terms there are often themes for the activities and other weeks are open activities that cover many different themes. This is a free program and open to all families in the wider community.



Other general information

School Newsletter:

Our newsletter will be sent out in weeks 2, 4, 6, 8 and 10 of each term. The newsletter is very informative and colourful, keeps everyone updated on what is going on in our school on a daily basis and is jam packed with pictures of the students. We also put in extra pictures of recent events such as sports carnivals and assemblies and it is a wonderful way to keep informed about the goings on at St Mary's. If you or anyone else who would like to see the newsletter (like a grandparent or community member) is not on our mailing list, please call the front office.

Homework:

Each class has homework set each week. The quantity of homework varies according to individual year levels. Your child's class teacher will issue homework guidelines at the beginning of each term. If these instructions are not received, please contact the class teacher. Parents can support the teachers by ensuring that the set homework is completed and by reading at home with your child daily and recording this in their diary. Please contact the class teacher if any work is unclear, as the methods used these days are quite different from when we were at school.

School Lunches:

Once again this year, our amazing P&F will organise school lunches on Thursdays during the school year. Orders are to be written on a school lunch order bag, provided by the school and they are to be handed in by Tuesday for the Thursday lunch.

SeeSaw:

SeeSaw is used across all grades and is a digital platform of student's work. A welcome sheet with a QR code will be sent home by your child's teacher at the start of the year. Download the app and use it to scan the QR code and you will have access to updates about what your child has been learning about in class. There is also a messenger feature allowing you to communicate with your child's teacher.

Lost Property:

We have a lost property box inside the staffroom door. This is usually quite full, the main items in there being jumpers, jackets and hats. Please label all uniform items with your child's name so that you can locate anything that may have been left behind. Oftentimes items can also be left in the undercover area and may be hanging up on a bag hook there or outside the classrooms.

School Camps in 2024:

The Year 6 class will attend a camp at Point Walter Recreation Camp in Perth early in term 2. The camp is for four days and three nights and take in many major sights around Perth with a wide range of educational and recreational activities. The Year 5 class will enjoy an overnight camp in term 4.

These camps are heavily subsidised by the schools P&F group meaning parents have to pay very little given the amount of activities and events the students get to do. We are very grateful for this input from our P&F. This is an annual contribution the P&F makes and all students will get to benefit from this as they pass through our school: This is yet another awesome reason to support the P&F fundraisers!

Sports Events:

Below is an outline of sports events we hope to host in 2024. Please keep an eye on the term calendars for exact dates.

Term 1

St Mary's Faction Swimming Carnival – Year 1 - 6

Interschool Swimming Carnival – Years 3 - 6

Triathlon – Years 3 - 6

Term 2

Interschool Lightning Carnival – Netta, Netball and Soccer or Football
Years 4 - 6 (Year 3s only if required)

Term 3

Cross Country

Term 4

St Mary's Faction Athletic Carnival

Small Schools Interschool Athletics Carnival – Years PP - 6

Swimming Lessons – PP – Year 6

Student Support at St Mary's

We are very fortunate in 2024 to have a School Chaplaincy Worker again to help our students with any social-emotional issues they may have. Mrs. Hester continue working as support teachers helping any students that need academic support or extension.

Chaplaincy worker:

Mrs Cook will continue in the role of Chaplaincy Worker again this year. Mrs Hayley Cook knows the children very well, having worked here for more than 10 years and will meet with students/groups of students on a needs basis and give them support and strategies to help them along. Parents can contact Hayley through the school if you would like to discuss anything that could help your child/children.

Support teacher:

Once again this year Mrs Gemma Hester will continue her 'Response to Intervention' program. This very successful program has been operating at St Mary's for several years with consistently pleasing results. Collaboration with classroom teachers helps Gemma identify students' point of need and work with them in developing their Literacy and Numeracy skills. Gemma will work Mondays and Tuesdays. We are very privileged to have this level of support at our school.

Behaviour engagement and education:

We have updated our existing behaviour 'management' plan to incorporate a more educative approach towards dealing with issues. We are very fortunate at our school to have students that consistently display respectful, exemplary behaviour and we want to ensure that we recognise and acknowledge this. We also want to ensure that we educate our students about bullying; what it is, the different forms of bullying (physical, emotional, cyber etc), what to do if you are a victim or bystander, and who you can talk to if a bullying situation arises. We also want to give our students the opportunity to learn from mistakes and grow as they progress through our school. We have a system in class where students can monitor their own behaviour and become more self-aware, and we are incorporating some restorative practices to solve social issues that may occur. Students are given a voice and an opportunity to express themselves when situations arise, and we contact parents if we feel the situation merits this (oftentimes it does not). We also work with our Chaplaincy Worker to ensure that students who may be struggling in the playground are given the opportunity to develop socially. Our full behaviour management plan can be accessed on our website.

Other General Information cont'd

School Website, FaceBook and Instagram:

Our school website is a wonderful window into our school for prospective parents/families. It also provides families with lots of current information under the 'Our Parents' tab. We have started a school FaceBook and Instagram page and we use these as a way to promote what we do to our community. If you know anyone who may be considering our school for their children please point them towards these resources. Your help and assistance in this area does benefit our school when new families join the St Mary's community. Thank you for all you do to support St Mary's.

Common Acronyms and terms that you may hear at school.

1. AGM – Annual General Meeting.
2. CEWA – Catholic Education Western Australia.
3. P&F – The School's Parents and Friends' Association.
4. IEP- Individual Education Plan.
5. Pupil Free Days – There are approximately four days a year set aside for teacher development. On these days children do not attend school. The dates are advertised in our term planners, the Google calendar on the school website and through the newsletter. These are subject to change as the year progresses.
6. Mission Days – At St Mary's we support different Catholic and non-Catholic charity organisations both in Australia and Overseas. Mission Day is an opportunity to raise funds through various fun activities organised by the children.
7. Free Dress – This means that children do not wear their school uniform. A neat and tidy appearance is still expected along with footwear suitable for playing. A gold coin donation may be required for the privilege.



School Prayer

Oh God,
 Bless us and our school,
 May it be a place of learning, friendship and love.
 Help us to always to our best as we continue to
 Grow through Christ and
 Shine his light to all we meet,
 Mary our Mother
 Pray for us.



Thank you for reading this parent handbook. We look forward to an exciting year of learning at our school. Please note that some dates are subject to change pending unforeseen circumstances.



Scan to visit website

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www.stmarysbbk.wa.edu.au

