



# PARENT HANDBOOK

2018

## *St Mary Star of the Sea Catholic School Welcomes You*

Our aim is that each child will develop to be a beautiful person that God, from all eternity, has called them to be.

St Mary's School, with its professional staff, and in a spirit of faith, love and trust will cooperate with you as parents in developing the students entrusted to us.

High standards are expected of all children at all times. Bad language, disrespect or lowering of moral standards will not be accepted from any student. Parent cooperation in this area is essential.

### *Our Vision*

**We, at St Mary Star of the Sea Catholic School Carnarvon, are a Catholic community dedicated to providing a quality education based on the teachings of Jesus.**

In partnership with the home, parish and community we nurture the development of the whole child.

## **School Uniform**

The school uniform identifies the individual as belonging to the whole. It should be worn neatly and correctly and with pride.

All items of clothing must be **clearly marked** with the student's name. Lost items can be collected from the office.

**Kindy** Uniform is not compulsory but children may wear customized Kindy shirts.

### **Pre-Primary & Year One**

<b>Girls</b>	Blue polo shirt with school logo Maroon shorts Black shoes/joggers & white socks or brown sandals School hat or cap Plain white, blue or maroon hair ties/ribbons	<b>Boys</b>	Maroon shorts Blue polo shirt with school logo Black joggers & white or grey socks or brown sandals School hat or cap
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### **Sports Uniform – Pre-Primary & Year One**

<b>Girls</b>	Maroon shorts Blue polo shirt with school logo School tracksuit (for winter)	<b>Boys</b>	Maroon shorts Blue polo shirt with school logo School tracksuit (for winter)
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### **Primary – Years 2 – 6**

<b>Girls</b>	Blue/white checked dress Maroon tracksuit (or jacket only) (for winter) Black shoes/joggers & white socks or navy tights or brown sandals School hat or cap Plain white, blue or maroon hair ties/ribbons	<b>Boys</b>	Blue polo shirt with school logo Grey shorts or trousers ( <i>not grey cords</i> ) Maroon tracksuit (or jacket only) (for winter) Black lace-up shoes/joggers & white or grey socks or brown sandals School hat or cap
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### **Secondary – Years 7 – 10**

<b>Girls</b>	Maroon/blue check dress/white collar and cuffs Maroon tracksuit (or jacket only) (for winter) Black shoes/joggers & white socks or brown sandals School hat or cap Plain white, blue or maroon hair ties/ribbons	<b>Boys</b>	Maroon polo shirt with school logo Grey shorts or trousers ( <i>not grey cords</i> ) Maroon sports jacket (for winter) Black lace-up shoes/joggers & white or grey socks or brown sandals School hat or cap
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### **Sports Uniform for Years 2 – 10**

<b>Girls</b>	Maroon shorts Blue/Maroon polo shirt with school logo Black joggers with white socks	<b>Boys</b>	Maroon shorts Blue/Maroon polo shirt with school logo Sport joggers with white socks
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## **The School hat/cap is compulsory and must be worn at all times when students are outdoors.**

The School's Uniform Shop is open Tuesday and Thursday during term from 2.15pm – 3.15pm for new and secondhand uniforms. Payment for uniforms is requested on the day of purchase or within 7 days. Payments may be made by cash, cheque or EFTPOS.

### **Other**

Students can wear the following accessories with their uniform:

- **A single or pair** of stud earrings or sleepers.
- A watch.
- Hair should be worn off the face and tied back. This applies to both **boys** and **girls**.
- Make-up and nail varnish is out place with school uniform and students will be required to remove these.

For any additional items that do not comply with the above uniform policy, please make an appointment with the principal to discuss. Parents will be notified of any breaches of uniform.

### **Tuition Fees and Amenities**

As a non-Government school, and receiving only partial assistance from the Government, it is necessary to charge fees. Fees are subject to increase each new school year. Fee increases are decided by the School Board subject to guidelines from the Catholic Education Office. Parents are notified by the school newsletter and at the Annual School Community Meeting.

#### **The following options are available for payment of fees:**

EFTPOS

Direct Debit – please see the Bursar for necessary forms

BPay – details on family statement.

CentrePay – Only available to parents who receive a Centrelink Payment. Please see the Bursar for necessary forms to be completed.

All enquiries regarding account transactions should be directed to the Bursar. Where parents experience difficulty in meeting fees, they are invited to discuss this with the Principal. All matters discussed are strictly confidential.

### **Reporting to Parents**

Formal reports will occur twice annually for Primary and Middle school students. These Reports will be posted home.

#### **Primary**

Open days occur in Term One and Three. Formal parent interviews occur at the beginning of Term Two.

#### **Middle School**

Interim Reports are issued in Term One and Three and are collected at Parent/Teacher Interview sessions.

## ***Discipline Policy & Behaviour Management***

### **Rationale:**

St Mary Star of the Sea Catholic School is committed to the development of the whole person, since in Christ, the perfect being, all human values find their fulfilment and unity. To achieve this goal, a fair discipline policy needs to be in place which allows all students enrolled at the school, to be in an environment that is conducive to learning and which allows the students to feel safe and valued.

At St Mary Star of the Sea Catholic School, the Discipline Policy is based on the belief that to participate effectively in the school, children require a level of behaviour that respects their rights and the rights of others to:

- Be safe and feel safe
- Learn to the best of their ability
- Express themselves
- Take responsibility for their choices

Based on Restorative Practice, the Discipline Policy incorporates the Pastoral Care philosophies that:

- Place value on respect, honesty, humility, mutual care and respect.
- Share feelings and opinions truthfully
- Build a sense of citizenship and community along with healthy equitable and just relationships
- Promote accountability, wellbeing, healing and connectedness
- Bring together those affected by a wrongdoing in a safe and controlled environment
- Restore the dignity and wellbeing of those who may have been harmed
- Work together to determine how best to deal with the aftermath of the incident.

We encourage and affirm positive behaviour in students: To enable this each classroom will action a Discipline and Behaviour Management Plan that is consistent and just.

After school detention for students who behave inappropriately is an option that will be considered at the discretion of the Principal.

### **Severe Clause**

A severe behaviour is when a student behaves in a manner – physically or verbally, that is a threat to either themselves or others. A restorative process may not apply in this situation.

Expulsion of a student can only occur with the approval of the Director of Catholic Education and must be supported by documented evidence. This consideration is at the discretion of the Principal in consultation with the Leadership Team.

***At St Mary Star of the Sea Catholic School, we will endeavour to carry out this discipline policy as we grow together in our love of God and each other.***

## ***Other Information***

### **School Hours and Attendance**

School Hours:           8.15am to 2.35pm Middle School  
                              8.20am to 2.35pm Primary School

Students are not supervised prior to 8.00am on the school grounds.

	<b>Recess:</b>	<b>Lunch</b>
Kindy	10.30am – 11.00am	12.00pm – 1pm
Pre-Primary	10.30am – 11.00am	12.30pm – 1.05pm
Year 1 – 10	10.40am – 11.00am	12.30pm – 1.05pm (Year 1 – 6) 12.30pm – 1.00pm (Year 7-10)

### ***BEFORE AND AFTER SCHOOL***

- School gates open at 7:55am. Students go quietly to their classes for gathering time
- Playground and oval equipment is out of bounds as there is no teacher supervision of these areas
- Oval is out of bounds
- “Kiss and Drop” is from Stuart Street only. This area is a no parking zone

### ***BUSES***

- Children are to move to the bus assembly area immediately when the bell goes
- Students must wait for supervising teachers to direct them to board the bus
- Students must sit on the bus and exhibit safe behaviour at all times
- Only bus children leave from the bus gate

### **Absence**

It is important to advise the school of any absence. Procedures for notifying the school of a student absence:

#### **Absence from School**

- Inform the school office the morning of the absence so that teachers may be notified
- Provide a written explanation of the child’s absence to the homeroom teacher

#### **Absence During the School Day**

- Students leaving the school premises during school hours must be signed out by an authorized adult

#### **Late Arrival to School**

- Students who arrive after 8:15am for Middle School and 8.25am for Primary School must sign in, provide a written explanation from parents and collect a Late Pass from the Front Office.

### **Canteen**

The canteen operates every day, with parent helpers required on Tuesdays and Thursdays between 10.00am and 1.00pm. Hot and cold lunches and recess may be purchased. Lunch orders must be placed **before** school commences each morning. Lunch & recess orders must be paid for at time of ordering. Parents may pay for lunches in advance. Orders must not be ‘booked up’ at the canteen. Price lists are available on-line or from the canteen and school office.

### **Relationships**

However well intentioned everyone is, all human relations come under strain at times. Quarrels between students do occur. Those concerned are expected to make every effort to be reconciled as quickly as possible. There is no excuse in a Catholic school for unforgiving attitudes, or bullying. Parents who feel concerned about their child’s relationships at school are encouraged to contact their child’s class/homeroom teacher.

## **Homework & Study Skills**

### **Primary School**

It is expected that all students from Year One to Six will spend a maximum of 30 minutes per night on study skills. This should include 15 minutes of reading as well as other study skills including times tables, spelling lists and basic number facts as recommended by their class teacher. A record of their nightly reading must be recorded in their reading log.

### **Middle School:**

The allocation for homework and study will vary according to the age and learning needs of the student. The following times are seen as reasonable:

<b>Year 7</b>	60 minutes per night .....	<b>Year 8</b>	1 – 1½ hours per night
<b>Year 9</b>	1½ - 2 hours per night.....	<b>Year 10</b>	2 – 2½ hours per night

Parents are required to check their child's diary each day and sign it each week.

### **BICYCLES**

- Students must dismount and walk their bicycle/scooter/skateboard into and out of the school grounds
- All bicycles, skateboards and scooters are to be stored at the bike rack
- Helmets must be worn to and from school on all occasions

### **Personal Property**

Students are discouraged from bringing electronic devices other than their school laptop to school. Should there be an occasion where a personal device is brought into the school it must be handed in to the front office at the start of the day and collected at the conclusion of the school day. The school will not take any responsibility for any theft, loss or damage of personal items brought to school. Personal electronic devices being used by students at school will be confiscated.

### **Trading Cards**

Trading cards are not to be traded at school.

### **School App**

The school has a communication application available for Android and Apple devices. It can be downloaded from Google Play or the iTunes store by searching St Mary Star of the Sea Skoolbag.

### **Assembly**

Assemblies are held regularly. Please refer to the Term Calendars for dates. Parents are welcome to attend.

Primary                      Friday 2:00 to 2.35pm

Middle School              Friday 1:05pm to 1:50pm

### **Newsletters**

School Newsletters are distributed via email, school website or Skoolbag each Wednesday. If you wish to receive the newsletter by post please let the Front Office know.

### **St Mary's Parents & Friends Association**

The Parents & Friends meet twice a term at 5:30pm. Please refer to the school calendar for dates. All parents are encouraged to come along to meetings. The Association assists the school in many ways, especially in the line of fund-raising.

### **St Mary's School Board**

The School Board is made up of elected members from the School Community, representatives from the Parish Council & Parents & Friends Association, Parish Priest and Principal. The main function of the School Board is to assist in areas that have financial implications and to plan for the present and future operation of the school. The Board generally meets twice a term. Only current Board members may attend meetings. The Annual School Community Meeting (ASCM) for the Board is held in November of each year. All parents are encouraged to attend the ASCM.