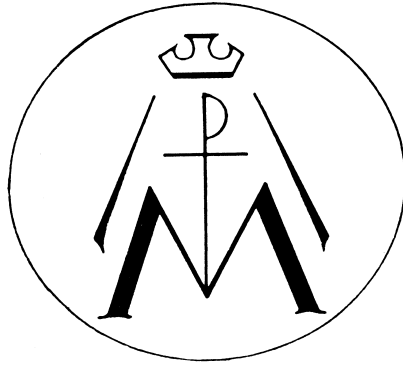


St Mary's Primary School, Rushworth



“Caring for the whole Child”

*St Mary's Primary School is committed to Child Safety
and the inclusion of all children.*

Information Booklet 2024

From the Principal

Dear Parents and Caregivers,

A very warm welcome to St Mary's Primary School community, I hope that your association with our school is a happy and rewarding one. We pride ourselves on being a welcoming, supportive community which aims to provide the very best learning experiences for the children in a safe environment.

Our school is a faith community, and includes our supervising Priest, Fr Rene Ramirez, our Priest who delivers Mass; Fr Minh Tran, parents/carers, staff, students and others who help service us. Our school community is based on the teachings of Jesus Christ and Christian values permeate every aspect of school life. Sandhurst School Values are integral to our school life.

The Catholic School Review process requires our school to present a published vision and mission statement based on the mission or purpose of a Catholic school. By the very nature of Catholic schools, which seek to develop the whole person and to assist students to become active members of the Catholic Church and contributors to the common good of society, these statements acknowledge Australian Democratic Principles and Values.

St Mary's staff will assist and support you in what you have begun at home. St Mary's staff have the interest of your child at heart, and will endeavour to see that everything possible is done for your child's growth and development.

We focus on the spiritual, social, emotional, creative, physical and intellectual development of each child. Relationships and interests are centered around caring for and affirming the dignity and worth of each member of our school community.

Our Positive Behavior Interventions and Supports (PBIS) values of "Care for Self, Care for Others, Care for Learning and Care for the Environment" embrace our staff, student and parent/carer relationships and are incorporated in our behavioural strategies.

St Mary's Primary School is committed to child safety and the inclusion of all students. Staff aim to provide the best Learning and Teaching environment possible so that all students "Learn to Love and Love to Learn".

Again, welcome to our school and I look forward to sharing the excitement of your child's educational and life journey.

Yours sincerely,



Vin Ryan
PRINCIPAL

School History

St Mary's Primary School is regarded as a vital part of the St Mary's Catholic Parish. Our parish consists of four churches with only one parish school. Our community has a strong rural base and Parents/carers have a keen involvement in our school. There are a significant percentage of families of other faiths who have enrolled their student at St Mary's.

- 1954** Catholic Education was established in Rushworth in 1954, when St Mary's School opened on 24 January with 84 pupils. The convent was also blessed on this day. The first Principal was Sr. Cuthbert Tyler rsj. The school comprised of three classrooms a small office and two cloak rooms, with a toilet block and shelter shed in the grounds.
- 1960** The classroom on the end of the MacKillop building was added.
- 1966** Space was at a premium – four classrooms and 217 students!
- 1967** The Woods building was erected and officially opened in 1967 by Bishop Stewart.
- 1980** Years 7 and 8 ceased.
- 1991** The building of St Mary's Hall commenced. This was completed in 1994 through voluntary labour of both parishioners and the local community of Rushworth.
- 1994** The school was totally refurbished providing new toilets, staff amenities, administration area and new library. 40 year celebration over 2 days.
- 1997** Sr. Geraldine Larkins, the last Sister of St Joseph to be Principal at St Mary's, finished her ministry as Principal.
- 1998** The first lay Principal of St Mary's was Mr Matthew Mann.
- 1999** The portable classroom was added.
- 2004** Mr James Waight was appointed Principal. Classrooms were refurbished, and carpets and furniture were replaced throughout the school.
- 2006** A new basketball/netball court was installed and a chicken shed built.
- 2007** A new veranda on the MacKillop Building, a walkway linking the two buildings, a bus shelter and shade sails over the adventure playground were built. Installation of new interactive whiteboards and 20 new computers throughout the school.
- 2008** Catholic Capital Grant approved for refurbishment of north side classrooms, administration and staff amenities.
- 2009** Mrs Catherine Fraser appointed as Principal. Building Education Revolution and National Pride grant approved. Victorian State Government Needs based grant approved.
- 2010** Oval levelled and retaining wall built. Fitness circuit installed. North side refurbished. Administration, Principal office and Staff amenities refurbished. Library refurbished and new GLA and art room constructed. New play equipment installed. School entrance built and school garden and grounds landscaped.
- 2011** Shade sail over play equipment, tennis courts resurfaced, perimeter of school fenced, north and south wing painted, library shelves and furniture purchased.
- 2014** School hall floor replaced and kitchen refurbished. 60 year celebration and the unveiling of the St Mary of the Cross MacKillop bust.

- 2016** New classroom furniture purchased for all classrooms.
- 2017** Painting and new carpet in the Administration area.
- 2018** Painting of the rest of the internal school buildings. PAM (Parent Access Module) app was introduced. This gives parents the ability to report absences, see reports and view daily events at school.
- 2020** Minor Capital Works funding supported St Mary's maintenance plan to repair the roof on F/1 classroom and to repair the poor drainage on the north side of the school. Application has been made for Victorian Government Capital Funding Program and Commonwealth Government Program to refurbish the learning spaces in the north wing and basement, and to upgrade the student toilets.
- 2021** Victorian Government Capital Funding Program grant received to upgrade and refurbish the north wing.
- 2022** Refurbishment completed to incorporate the basement area into the general learning spaces via an internal amphitheatre. Two classrooms were refurbished and two student bathrooms added. A minor capital funding was received to upgrade the original windows in the south building.
- 2023** The Sisters of St Joseph advised that they were leaving our Parish after 69 years. We are very grateful to the wonderful influence and support from the Sisters of St Joseph.

St Mary's Philosophy

This Catholic School exists in order to create an Education Community wherein the fullest and most desirable growth in students is promoted (spiritual, psychological, physical, emotional and intellectual).

St Mary's Primary School aims to create an atmosphere where human knowledge, enlightened by faith, is shared by students, teachers and Parents/carers alike. St Mary's School endeavours to facilitate the student's faith and intellectual development as individuals within the school community and the society to which they belong.

General Information

Address	5–7 Southam Street, Rushworth, 3612
Telephone	(03) 5856 1347
Fax	(03) 5856 1851
E-mail	admin@smrushworth.catholic.edu.au
Parish Administrator	Fr Rene Ramirez (Supervising Priest)
Principal	Mr Vincent Ryan

Term Dates – 2023

Term 1 begins
Term 1 ends

Monday January 29
Thursday March 28

Term 2 begins
Term 2 ends

Monday April 15
Friday June 28

Term 3 begins
Term 3 ends

Monday July 15
Friday September 20

Term 4 begins
Term 4 ends

Monday October 7
Friday December 20



LOG INTO PAM

PAM (Parent Access Module)

Have You Downloaded This Website App? (Please provide the school with your e-mail address beforehand)

Use via your mobile phone.

PAM (Parent Access Module) provides you with all the essential information to become more involved and connected with the everyday learning of your child/ren at St Mary's Primary School.

With the introduction of PAM, you as a parent/carer will now be able to view the following information:

- Daily messages and upcoming events
- School links
- Student absences (and reporting of these)
- Student reporting (when available)
- Parent Teacher Online Bookings (when available)

Each of these sections of PAM allows you to see things that your child/ren may be involved in.

A PAM account will be allocated to one primary carer in each family. A login set up sheet will be sent out to all new families ASAP. You will then create this on your mobile phone, via the internet, then saved as a desktop/homescreen app. You will then be able to access PAM without having to enter your login details each time. Example: Instead of phoning the school office advising of your child's absence, simply select the app on your phone, select the student and log the absence reason.

We strongly encourage you to visit PAM ***frequently*** and become further involved with your child's education at St Mary's Primary School.

If you have any questions about PAM, please contact through the school office. We look forward to assisting you with this fantastic opportunity to share in our collective efforts to provide the very best education for all students.

St Mary's School - Staff 2024

Principal	Mr Vincent Ryan
Lead Teacher: Learning and Teaching	Mrs Thea Parry
Catholic Identity Leader	Mrs Angela Brockett
Learner Diversity Leader	Mrs Katherine Jamieson

Classroom Teachers

Yr F/1/2	Mrs Thea Parry
Yr 3/4	Mrs Bianca Brook
Yr 5/6	Mrs Angela Brockett

Specialist Teachers

Bluearth	Mr Darby Wilson
Intervention and Extension F/1/2 Plus 1 Teacher	Mrs Katherine Jamieson
Science	Mrs Kerry Morse
Auslan	Mrs Katherine Jamieson
Visual Arts	Mr Tim Pitts
Respectful Relationships/ Resilience Project	Mrs Katherine Jamieson
Performing Arts	Mrs Prue Barlow
STEAM	Ms Kathleen Parry
	Mr Damian Kerrins

School Education Officers

Administration Officer	Mrs Georgia Francis (Monday to Thursday)
Administration Officer	Ms Peta Williams (Monday, Tuesday & Friday)
Learning Support	Ms Jennie Hayes
	Ms Kate Stewart
	Ms Laura Martin
	Mrs Kathy Ryan
	Mrs Jo Horton
	Miss Hailey Wilson
School Services Officer	
School Cleaner	Kyabram Cleaning Service

St Mary's School Advisory Council 2024

The School Advisory Council is a support body and has both decision-making and advisory roles and responsibilities to the school community, to the Stewardship Council, the Canonical Administrator, the Sandhurst Schools Educational Board and the Catholic Education Office.

The School Advisory Council is responsible for the general strategic direction of the school. This strategic direction includes focusing on the School Improvement Plan and School Review. The Principal is responsible for leading and endorsing the strategic direction of the school advisory council, including the School Improvement Plan and the Annual Plan and leading the School Review process.

Rene Ramirez (Supervising Priest)
Vincent Ryan (Principal)
Thea Parry staff rep.
Sharon Gleeson (Chairperson)
Amanda Williams
Melissa French
Aroha Potae

Parents/Carers & Friends Association

President	Mrs Katrina Ogden
Vice President	Mrs Emma Thompson
Secretary & Minutes	To be announced
Treasurer Liaison	Mrs Laura Ackroyd
Board Representative	Mrs Sharon Gleeson

The General Committee is:

Sharon Gleeson
Kristy Thomas
Laura Ackroyd
Brittney Kourpoukasis

Jess Rogers
Emma Thompson
Leanne Cleary
Melissa French

All welcome to attend meetings

St Mary's School

Enrolment Policy & Guidelines

1. **Identity Statement**

St Mary's Catholic School is a community who walks in the footsteps of Jesus and works in partnership with families in the Josephite tradition, to develop and educate the whole child in a safe learning environment.

2. **Vision Statements**

At St Mary's School we believe:

In celebrating our Catholic faith in a life-giving community of witnesses who serve God and society.

- In fostering open and supportive partnerships with families as the primary educators of their children.
- In educating the whole child in a safe, learning environment where teamwork and collaboration are central so that each child endeavors to become a valuable contributor to society.
- In providing a curriculum which cultivates life long learners through commitment to informed, current teaching and learning practice.
- In building sustainable relationships based upon mutual respect, safety, trust, justice, equality, compassion, hope and care for the environment.

3. **Graduate Outcomes**

St Mary's Primary School endeavours to educate students to:

- Have a relationship with God.
- Be inspired by Mary Mackillop.
- Live a safe, active and healthy lifestyle.
- Have confidence, resilience and enthusiasm for living and learning.
- Have a respect for life, self, others and the environment.
- Be filled with faith and hope for the future.

4. **Eligibility Criteria**

Children are admitted to school if they turn 5 before April 30 of that year. This means your child may be only 4 ½ years when he/she starts school. If there is a concern about school readiness, you might be well advised to keep him/her home another year. You could discuss this with the Kindergarten teacher or the Principal before you decide. It is strongly recommended they have a full year at Kindergarten before beginning school.

All children enrolling in Foundation level require a school entry Immunisation Certificate. It is a legal requirement that an Immunization Certificate be obtained through the local Council and presented to the school prior to the commencement of the Foundation year. Students with disabilities will be enrolled along with all other eligible children following discussion with the Principal.

All families must respect and support the Catholic nature and practice of the school. This includes your child's participation in the formal Religious Education program and liturgical life at St Mary's School.

Students wishing to enrol at our school from a neighbouring school will be able to do so if the Principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school. Students will be allocated to classes according to a combination of class size and student need.

On enrolment at St Mary's there is a commitment to support the school financially through the full payment of school fees and levies as recommended by the Catholic Education Office and as set by the Board. **No student** will be denied a place at St Mary's because of financial constraints.

A significant number of families of other faith traditions are enrolled at our school and we welcome enquiries from families of any denomination.

5. Enrolment Process

Applications for enrolment at St Mary's School officially begins in the month of May, in line with the wider Rushworth community following advertisements in local papers, Sunday Parish Bulletin and the School newsletter. The following process for all new enrolments is recommended:

New enrolments

1. Enrolment package distributed in April/May.
2. Open Day held in May.
3. Meet with the Principal.
4. Second package given
5. Transition Program Term 4

Applications for enrolment at any year level at St Mary's School are invited at any time during the school year.

Our beliefs about Teaching and Learning

Individuals should be prepared to meet the challenges and rewards of lifelong learning. St Mary's school provides individuals with the skills, knowledge and the understanding necessary to be able to make informed choices about the important things in their lives.

The use of appropriate learning and teaching strategies assist individuals to gain a balance of academic and co-curricular experiences and the skills necessary to become contributing members of society.

We acknowledge that people learn in many different ways and we recognise the need to develop strategies that allow all children to learn in ways that best suit them.

At St Mary's teachers base their teaching on their knowledge of the children's level of attainment. The prime focus is to further develop the student's knowledge and skills and to strive to ensure that all set tasks are appropriate to each child's level of ability.

Learning at St Mary's

St Mary's Primary School implements the Foundation to Year 10 Victorian Curriculum standards and priorities. A range of resources have been developed to support the implementation, planning and assessment of the Victorian Curriculum. It includes:

Learning Areas

The Arts

English

Health and Physical Education

The Humanities

Languages

Mathematics

Science

Technologies

Religious Education

Capabilities

Critical and creative thinking

Ethical

Intercultural

Personal and social

Religious Education

Religious Education is part of the curriculum. Teachers plan from the Source of Life Religious Education P–12 Curriculum.

The Sacraments of Reconciliation, First Eucharist and Confirmation are all received through the Parish-based Sacramental Program for children who are baptised Catholics. Children generally receive these Sacraments during Years 3 and 4.

We are committed to recognising and respecting the uniqueness, integrity and dignity of each child in our school community. We promote positive relationships, and Christian values and encourage students to be independent and confident members of society who will persevere and reach their full potential.

We believe pastoral care involves effective and consistent education, discipline and understandings by children, teachers and community.

We aim to lead children to a greater responsibility for building acceptance, trust, esteem and friendship among their peers and in community.

Pastoral programs are specific and planned within Religious Education and Personal Development Curriculum. These are supported by grief programs, leadership development, community partnerships, counselling services, social skills development, anti-bullying programs, anger management, positive behaviour intervention support -PBIS and school reward systems.

Pastoral care involves every member of the school community and a commitment to shared responsibility among staff, students, Parents/carers and parish is key to its success.

Under no circumstances should a parent ever discipline other children in our school. All issues and concerns should be brought to the teacher in the first instance. Parents/carers should not contact other parents/carers regarding children's behaviour, actions or learning.

Handy hints for Parents/Carers

It is a big change for a five year old to pass from the intimacy of the family circle to school life. Here are some practical ways in which you can help the transition. **Over the next six months try to let your child get used to:**

- Putting on and taking off clothes, eg., tucking in shirts, doing up buttons and putting on jumpers.
- Putting on and doing up shoes.
- Eating and drinking without help.
- Using a handkerchief or tissue.
- It is important that your child knows how to:
 - Open and close lunch boxes and drink bottles;
 - Use and flush the toilet correctly and wash their hands unassisted;
 - Ask clearly for things. *Could a teacher understand your child?*
 - Say his/her name and address;
 - Recognise name/property;
 - Write his/her own name using a thick pencil or crayon; and
 - Recognise his/her name among others.

Also try to let your child get used to:

- Playing with groups of children of the same age. (Encourage your child to share toys and take turns)
- Using playground equipment safely.
- Staying at friends or relatives houses for a few hours without you around.
- Caring for and putting away their belongings.
- Helping with small jobs around the house.
- Relating the good and happy activities of the school day.
- Knowing what to do if Parents/carers are late.
- Following simple instructions.

Some weeks in advance rehearse with your child, in a spirit of play, the different situations to be met with in school life:

- Opening and closing their school bag.
- Unpacking and eating their school lunch (a sensible amount).
- Dressing for school and making the journey to and from school.
- Being away from home and mother for short periods.
- Listening to stories, looking at pictures and talking about them.
- Watching good television sessions.
- Greeting friends and family members by name.
- Learning to line up and wait their turn.
- Learning to be a good sport when losing a game.

Oral Language

"Learning to speak and listen starts with you at home."

Most children in primary school years are able to use language readily to report on past experiences, to look ahead and predict, to look at possibilities and draw conclusions.

Try to:

- Talk to your child about what you're both doing.
- Listen to your child carefully.
- Answer many of the endless questions.
- Read a story every day, maybe at bedtime.
- Borrow children's books and toys from your local library.
- Teach songs, rhymes, jingles, the names of colours and of parts of the body.
- Count things. Does your child know what the number means? Try activities like asking your child to set the table and count the plates etc. Also count backwards.
- Sort and match collections of things like fruit, clothes, vehicles etc.
- Ask your child to follow simple instructions, such as, "Take off your shoes and put them on the veranda."
- Take some time to play with your child; find out about their ideas and feelings.
- The importance of listening to children cannot be over emphasised.
- Don't cut in on your child when they try to explain things. Ensure they talk their way through things.
- Don't carry your child's bag for them. They can and should be taught to manage.

Absences

It is a requirement of the Victorian Department of Education and Training that accurate records of student attendance are kept by the school. We appreciate parent support in notifying the school of their child's absence. All parents/guardians are asked to log student absences, prior to 8:30am into SIMON Everywhere app, or contact the school to report the student absence.

Notification of student absences also enables student safety to be maintained, because students' whereabouts can be monitored and confirmed efficiently. As our students travel to school in a variety of ways each day we can quickly identify, confirm the reason and follow up absence as necessary.

By policy, all absences will be followed up. In the case that the school can not contact primary carers, we will contact emergency contacts.

We appreciate as much notice as possible if your child will be away from school due to a family holiday.

Attendance at school is compulsory, five days a week. Apart from the legal requirements for attendance, it is important that students gain continuity in their education in order to achieve their expected progress.

The school recognises that for a variety of sound reasons, such as illness, medical/dental appointments, family emergencies etc and that students may not be able to attend every day of school. In such cases, an exemption from school is granted and recorded in the school attendance register.

If it is necessary to take your child away from school during school hours please advise their teacher and sign them out on the office iPad. If your child arrives late to school the student must be signed in on the office iPad.

Assessment and Reporting

Assessment is the process of gathering and analysing information about students' learning achievements, what they have learned as well as how they have learnt.

A wide variety of assessment techniques, including student self-assessment, are used to identify the progress of each student.

Reporting is the process of communicating information gained from assessing students' learning.

Formal reporting occurs four times a year:

- Learning conversations during Term One and Term Three; and
- Written reports at the end of Term Two and Term Four.

Parents/carers are encouraged to maintain contact with their child's teachers throughout the year so that ongoing communication can occur.

As a whole school we continue to evaluate our teaching and learning strategies and our reporting format.

Asthma

If your child is an asthmatic, it is your responsibility as a parent/carer to educate your child in regard to their asthmatic condition, to provide your child with the appropriate medication and to provide the school with an Asthma Management Plan worked out between the family and a GP. A Medication form needs to be completed for a staff member to administer and document the medication's dosage. A spacer and mask are to be supplied for use at school. The spacer, mask and medication will be kept in a secure pouch with the child's name clearly labelled on it.

Attendance

Every endeavour should be made to see that your child attends school regularly and is not kept home unnecessarily. Reluctance to come to school is so unusual these days that it warrants investigation. Please let us know if this happens. Children will not be "kept in" after school and should be home on time.

Bicycles **(“BIKE HELMETS ARE COMPULSORY”)**

Students need to be proficient in the area of bike riding and to know and demonstrate correct behaviour in accordance with road safety rules before being allowed to ride to school. VicRoads recommends that children under 12 years of age ride under adult supervision. On arriving at school, students walk their bicycles across the basketball court and leave their bicycle in the bicycle rack. Students are prohibited from being in the “bike rack” area from 8:50am to 3:20pm.

Bus Travelling

Each morning children travelling by bus are brought directly to St Mary’s by their bus driver. After school, bus travellers assemble under the bus shelter with the bus duty teacher. The bus roll is marked before students board the bus. Students change to their own bus again at Rushworth P-12 College. Assistance is given by bus monitors in the first few weeks of school. Students who are not registered bus travellers must have a bus pass to travel on the bus. This is a compliance expectation.

Behaviour on the bus is monitored by the driver and reported to the bus co-ordinator at Rushworth P-12 College.

Child Safety

Child Safety is of paramount importance at St Mary’s.

Daily Organisation

Timetable

School begins each day at 8:50am.

First Break is 10:50am – 11:35am (students sit to eat lunch for first 10 minutes).

Second Break is 1:35pm – 2:20pm (students sit to eat a snack for first 10 minutes).

School finishes each day at 3:20pm.

We request that children arrive at school after 8:30am as there is no supervision before this time. If occasionally this is unavoidable, arrangements need to be made with the Principal so that students can be supervised.

Parents/carers will be notified via SIMON Everywhere, Newsletter and Facebook whenever there is a change of time because of buses or holidays.

Children being picked up from school by car are to enter the school via the Hume St gate (tennis court) entrance. Parents/carers are asked to park in the Hall car park facing the bush and walk over to the tennis court gate to collect their child/ren. When departing the car park, please exit behind the hall, via Reed St.

A teacher will supervise their crossing of the road.

No child is permitted to walk alone in the car park.

Children riding bikes and walking must leave via the bottom gate (Southam St) and use the track provided - mindful always of buses and cars ("**BIKE HELMETS ARE COMPULSORY**").

Rushworth P-12 College holidays are not necessarily St Mary's holidays. Parents/carers are always notified of school holidays and pupil free days.

Dismissal

Children walking home from school are advised:

- Not to loiter;
- To observe road rules; and
- Not to talk to strangers.

Children cycling home from school are advised:

- Must** wear a bicycle helmet at ALL times;
- To be a competent cyclist;
- To observe road rules;
- To exercise care; and
- Not to talk to strangers.

If children are either walking or cycling home, parents/carers should expect them home by a certain time each day.

Children travelling home in their parents/carers car:

- Meet in the assembly area (The verandah by the Respectful Relationships/Performing Arts room);
- Teacher escorts them across to the Hume Street car park;
- All students are to wait by the tennis court fence (facing car park);
- Parents/carers **MUST** walk to the fence to collect their child; and
- No child is to walk in the car park unsupervised.

Parents/carers picking up children by car are reminded to be very cautious in the car park. You enter the car park via Hume Street - park your car facing the bush (not Hume Street) -and exiting via Reid Street thanks.

Please notify the office before 3:10pm if your child is to change their home time routine and a message will be relayed to the student/s.

Drills

For compliance and for the safety of all students and school personnel, drills are practiced on a monthly basis. These include fire, bushfire, lockdown and evacuation drills.

Emergency Information

Quite frequently we need to contact parents/carers regarding the welfare of their children, particularly on occasions such as accidents or illness. It is of vital importance that your enrolment details are up-to-date especially the address, telephone numbers and emergency contacts. If your details change please inform the office ASAP.

Excursions

Prior notice is always given for excursions and permission forms delegated (via SIMON Everywhere). Excursion costs are met by the excursion levy which is paid through your fees. The excursion and camp fee components are to be paid upfront. Excursions are educational learning experiences therefore parents/carers are not required to attend unless there is a need due to minimum student-adult ratio.

Facebook - St Mary's School Rushworth

Our Facebook page "St Mary's School Rushworth" is another option for communication and positive promotion of our school. Updates and reminders will be posted regularly.

Finance

We feel it is important that parents/carers are made aware of the financial running of the school. The following is a summary of the system under which we operate.

The School is financed by: –

1. Recurrent Government funding – State and Federal funding based on the number of students at the school.
2. School family fee and student levy.
3. Funds raised by the Parent's & Friends Association.

Grant money and school fees assist in providing for staff salaries, maintenance, administration, refurbishments and class materials. However, it is necessary to supplement finance in any way possible. The Parents/carers & Friends Committee work together to support this area and new members are always welcome. Every opportunity is taken to seek financial assistance by applying for Grants.

School fees

The following are the fees and levies for St Mary's School 2024. To comply with recommendations from the Catholic Education Office, Sandhurst, there has been a slight increase to the family fee. All 2024 excursions are included in our excursion levy, and this should eliminate the need to send money to school for events, such as sports days, Life Education, swimming program or incursions. If students are selected for region or zone competitions this will be at their family's expense – should they choose to participate. If you would like to discuss fee payment options or make other arrangements for your fee payments, please contact the Principal.

1. Family Fee \$1,070	3. Student Levy \$220	5. Excursion Levy:	6. Camp:
2. Capital Levy \$50 <i>(formerly Land Fund Levy)</i>	4. Technology Levy \$160	+ F/1/2 \$160	+ Year 3/4 \$170
		+ Year 3/4 \$170	+ Year 5/6 \$220
		+ Year 5/6 \$190	

The table below has some examples of what a family may be charged for the 2024 school year and installment options. If there is not an option to suit your family, please contact the Principal and an instalment plan can be worked out. School fee relief is also available for families to access. Please contact the Principal to discuss.

School Fee Payment Plan Options

2024 Fees & Levies Table					
	1 child family F/1/2 student \$	1 child family 3/4 student \$	1 child family 5/6 student \$	2 child family F/1/2 & 3/4 Student \$	3 child family F/1/2, 3/4 & 5/6 Student \$
Weekly	41.50	46.00	47.75	59.50	79.25
Fortnightly	83.00	92.00	95.50	119.00	158.50
Monthly	166.00	184.00	191.00	238.00	317.00
Term	415.00	460.00	477.50	595.00	792.50
½ Yearly	830.00	920.00	955.00	1,190.00	1,585.00
Annually	1,660.00	1,840.00	1,910.00	2,380.00	3,170.00

Centrepay

Centrepay is a method of paying your school fees/levies if you receive Centrelink benefits.

This way is a regular payment and comes out of your Centrelink payment directly to the school. It is a free service to families and there is a small administration fee which is met by the school. For more information go to the Centrelink website:

<https://www.humanservices.gov.au/individuals/services/centrelink/centrepay/what-centrepay> ,
or phone 1800 044 063.

If you wish to pay school fees via Centrepay, you will need to create the deduction online via your “myGov” account:

<https://www.humanservices.gov.au/individuals/online-help/centrelink/adding-new-centrepay-deduction-using-your-centrelink-online-account>

Fundraising

Our school runs **two** major fundraisers each year. The first being the Rushworth Easter Heritage Festival. We run a stall on Easter Saturday each year. We ask that ALL parents/carers assist with an hour’s work on the day.

The second is our school twilight fete, which is normally held on a Friday afternoon in October/November each year. We ask that ALL parents/carers assist by working for 1 or 2 hours on this occasion. A roster is sent home beforehand. If you can’t assist or need to swap with another family please contact the Principal.

Gardening/Garden Roster

At St Mary's we employ a School Services Officer (SSO) to oversee maintenance of the school buildings. The SSO mows the oval on a regular basis. Our gardens and landscape are tended to by a local garden landscape company. Currently the school manages this expense so that families do not have to carry the cost.

In order to keep the school grounds neat and tidy and to ensure that school fees are kept to a minimum, we ask that parents/carers assist by sweeping and clearing of cobwebs, which are tasks not performed by the SSO.

Leaving School Grounds

Students are not permitted to leave the school grounds during the day without the Principal's permission. If your child needs to leave the school at a time other than "home time", they need to be collected by an adult. The adult must advise the student's classroom teacher or the Administration Officer, then sign the "Student/Teacher In/Out Register" at the school office before leaving the premises.

Lost Property

If a student loses an item of uniform, please ensure he/she looks for it that day or the next day. If it's named, there's a very good chance it will be found and returned – if it's not named, it is often difficult to locate. Please ensure that ALL school clothing is clearly named. At the end of each term all unnamed lost property is gathered in the store room as second hand uniforms.

Lunches

Lunch is an important occasion to a young child at school. If your child brings a cut lunch to school, pack it in a bag or container clearly marked with his/ her name. Wrap his/her play lunch separately and put drinks in unbreakable containers. Children are strongly encouraged to drink water during the day and have access to their drink sipper bottle while working - provided it only contains water. Wrapper free lunches are more desirable. We strongly recommend that you avoid sending lollies/chocolates to school. All students are required to remain seated for 10 minutes at the start of each break to eat their lunch/snack.

Lunch Orders (*Available Mondays only*)

Rushworth Bakery provide lunches on Mondays.

To order lunch, place the correct money in a brown paper bag with the child's name, grade and order written on the outside of the bag. Prices of items on the menu are listed on the newsletter each fortnight. Children will need to place their lunch order in the basket at the start of each 'Monday'.

Medications

MEDICATIONS MUST NOT BE SENT TO SCHOOL WITH THE STUDENT OR THEIR SIBLING, OR KEPT IN THEIR SCHOOL BAG

If a student requires medication at school the parent/carer must give the medication to staff, in its original packaging and be clearly labelled. A medication consent form is located at the office and needs to be filled out and signed. This form gives permission for staff to administer student medication and a second staff member to co-sign that it was administered correctly. OH&S dictates that schools cannot accept tablets or medications in envelopes, eg. Panadol.

Medications are administered by two staff members and co-signed.

Newsletters

The newsletter is e-mailed fortnightly on Tuesday afternoons. If there is no newsletter on Tuesday evening, it's usually due to the Administration Officers not being in the office that day. Newsletters will be e-mailed out as soon as possible shortly thereafter. The newsletter contains current events, upcoming events, parents/carers and friends activities and requests for help at certain times of the year. The newsletter is also available on SIMON Everywhere, listed as "Upcoming Events" on Facebook and our school website:

www.smrushworth.catholic.edu.au. ***Please refer to PAM for current/up-to-date information.***

Positive Behaviour Intervention Support – PBIS

Positive Behaviour Intervention Support (PBIS) is a program that promotes and encourages positive behaviour rather than negative behaviour. The incentive for positive behaviour comes from our 4 overarching values "Caring for Self", "Caring for Others", "Caring for our Learning" and "Caring for our Environment".

Professional Learning

At times staff are required to attend Professional Learning days or evenings. You will be notified if this causes any change to the normal running of the school. Casual Relief Teachers are employed on these days.

School Assemblies

Each morning we begin with a whole school briefing, where events of the day are relayed to students, staff and parents/carers. The Indigenous and Australian flags are raised and the National Anthem is sung on Monday mornings.

We gather at 2:50pm on Fridays for our whole school assembly. Assemblies generally include the following areas – welcome to country ceremony, scripture reading/prayer, birthdays, reports, awards, class work samples, behaviour comments and singing of School Songs.

School Bags

When purchasing a bag for school, please consider the following points: - that they are not too big, they are easily opened and closed and have sufficient room for lunch boxes, drink bottles, reader folder, most school work and discarded jackets, etc. Please ensure that the school bag is not too heavy, especially for younger students.

Sickness

Sick children should not be sent to school. Make sure the school knows where to contact you or an emergency contact if you are unavailable. It is essential that updated medical information is available in the Administration Office.

Student Needs

Each child needs need to supply:-
Their own Stationery (a list will be provided)
3 boxes of tissues
1 pkt of wipes (eg, Chux)
1 art smock (long sleeves)
1 set of headphones (ear buds are not permitted).

Specialist Programs

Visual Arts

Performing Arts

Languages (AUSLAN)

Science

STEAM (Science, Technology, Engineering, Arts, Mathematics)

Bluearth

Bluearth is a specialist physical activity program that has a holistic approach that sees children engaged in movement and learning to instill in them a lifelong love of physical activity. It not only teaches children the enjoyment and fun of being physically active, it also draws on their feelings, reactions and thoughts that result from their participation and draws key developmental learning back into classroom settings and into their lives.

Supervision

Supervision of school grounds begins at 8:30am. Students are not expected to arrive at school prior to 8:30am. All classes conclude at 3:20pm and students are supervised while crossing the road to the car park and when boarding the school bus. It is expected that students do not loiter around school, but make their way home.

Please advise the school if you expect to be late to collect your child/ren.

Teachers

Hours of duty - Teachers are expected to arrive no later than 8:30am and remain at school until 3:30pm (4:30 on meeting nights of Monday and Tuesday).

The school will not accept responsibility for the safety of children before 8:30am or after 3:20pm, unless prior arrangements have been made with the Principal.

Toys

Toys are not permitted at school unless specifically asked to do so for a special program. They are a distraction to the children and can cause issues with sharing. The school is not responsible for breakages or lost items. We want your children's treasured items to stay that way – and keeping them at home is the best way to ensure this. If toys are brought to school they will be held at the office until the end of the day.

Uniform and Dress Code

St Mary's School will be recognised, by the way we present ourselves in the community. This includes the way the uniform is worn and the grooming of our students.

- ❖ Students are expected to wear the uniform correctly at all times.
- ❖ As a "Sunsmart" School students are required to wear broad rimmed uniform hats in Terms 1 and 4. Each child is to wear a hat during recess, lunch and any outdoor activities. If a child does not have a uniform hat during these times they are required to sit in the shade. All new enrolments are expected to buy a uniform hat.
- ❖ A written explanation is required for times when the correct uniform is not being worn.
- ❖ Parents/carers will be contacted in relation to continued incorrect uniform.

**St Mary's School uniform can be purchased at:
Work Connect, 117 Allan St, Kyabram**

Phone: 5853 2777

Girls Summer Uniform	
• Checked blue & white dress, skorts or navy shorts & light blue school polo	• Black school shoes, white socks
• School windcheater	• Blue school hat

Boys Summer Uniform	
• Navy shorts & light blue school polo	• Black boots or black school shoes, white socks
• School windcheater	• Blue school hat

Girls Winter Uniform	
• Navy slacks (pull on pants acceptable) or checked skirt	• Light blue long sleeved school polo
• School windcheater	• Navy tights/socks
• Black school shoes	• School jacket

Boys Winter Uniform	
• Navy trousers (tailored or pull on pants acceptable)	• Light blue school polo
• School windcheater	• Black school shoes/boots
• School jacket	

Sports Uniform	
• Navy shorts (winter – track pants optional)	• Navy blue school sports polo
• School windcheater	• Runners (black leather runners are acceptable)
• Track pants and sports shorts are plain navy	

N.B. – School polo is sky blue body and sleeves, with navy stripes on the collar. The school emblem is stitched on the front.

Sports polo is navy blue with sky blue features and school emblem on the front.

Jewellery

The following items of jewellery may be worn: one watch, ear studs or sleepers (no pendant earrings).

Bracelets, anklets, necklaces, chokers, face piercings and heavy metallic pendants are inappropriate and not permitted.

Grooming

Students are expected to maintain high standards of personal grooming and neatness, and to take pride in their school uniform.

Hair ribbons and headbands should be navy blue or checked blue and white only. Extremes of hairstyle or colour will not be tolerated. All long hair (to the shoulder) needs to be tied back. Hair is preferred not to cover the face.

Coloured nail polish, lipstick and eye make-up are NOT permitted.

Valuable items

Students should not bring valuable items to school. While teachers take care and children are encouraged to behave responsibly, we cannot be responsible for these items. The safest place for these items is at home.

Waste Materials

The following items are very useful for creative activities and it would be very much appreciated if you could collect them and send them to school:-

*gift wrapping, cardboard boxes, buttons, corrugated cardboard, wood, plastic ice-cream containers, cotton reels, used ribbon and string, milk bottle tops, toothpaste lids, cardboard rolls (as in lunch wraps).

A named smock is essential for art work.

Hot/Wet Day Procedures

On wet days and days of extreme heat children will be supervised in the classrooms.

If it begins to rain during recess or lunch and it's decided that children are to go inside, the bell will be rung (a signal to go inside).

If during an "in day" recess or lunch, the weather becomes fine and dry enough to be outside, the bell will be rung (a signal to go outside).



CATHOLIC EDUCATION, SANDHURST



The Sandhurst Catholic Education Office and Schools acknowledge the traditional custodians of the land on which their Offices and Schools are built. We commit to working in partnership with Aboriginal people for reconciliation and justice.

BELIEVE ! IMAGINE ! SERVE !

