

ST MARY'S PRIMARY SCHOOL CASINO



PARENT INFORMATION BOOKLET

Principal's Message

We do whatever it takes to lead the way in

Love, Learning, Faith, School Spirit, Sport & Community

Firstly, I would like to say how honoured I am to be a leader in this great community and I would like to welcome you to our beautiful school.



At St Mary's Primary, we are very passionate about student learning with high expectations for all learners. We ensure that all feel welcome, connected and valued in our community, with a healthy sense of 'school spirit'. We believe we all need to be challenged to do and be our best in order to achieve great results in many facets. We instil a love and excitement for learning whilst catering for the different needs of our learners.

Our school is very fortunate to have a very professional, dedicated, gifted and caring staff who are willing to be actively involved in the life of the school community. Our teachers build strong relationships with our students, families and the community – teachers make the biggest difference to your child's learning and love of school. They ensure our students are succeeding in their learning, feel great about themselves and each other. Our school is extremely well resourced for our learners and learning today. Our Parish Priest is a great leader in our community who is actively involved in our school and accompanies us through our spiritual development.

Our end goal is to produce young men and women who have a love of life plus many choices and opportunities available to them – in turn promoting a 'fullness of life'.

I am keen to get to know new families so please feel free to come in and say hello. If you wish to get a greater feel for the school, please like us on Facebook where we highlight and celebrate our learning and successes.

Kind regards,

Mr John O'Brien
Principal



GENERAL INFORMATION

SCHOOL ADDRESS:	120 Centre Street CASINO NSW 2470
POSTAL ADDRESS:	PO Box 546 CASINO NSW 2470
TELEPHONE NUMBER: School Office:	(02) 6662 2566
FAX NUMBER:	(02) 6662 6684
WEB ADDRESS:	www.casplism.catholic.edu.au/
E-MAIL ADDRESS:	casp@lism.catholic.edu.au
PRINCIPAL:	Mr John O'Brien
ASSISTANT PRINCIPAL:	Mr Chris Simpson
LEADER OF CATECHESIS & EVANGELISATION:	Miss Karen McDonald
LEADER OF PEDOGOGY:	Mrs Michelle Bratti
LEADER OF CURRICULUM:	Mr Chris Simpson
LEADER OF SPORT & SCHOOL SPIRIT:	Mr Sam Irvine
LEADER OF LEARNING INTERVENTION & WELLBEING:	Mrs Paula McIntyre
K-2 INSTRUCTIONAL LEADER:	Mrs Abbie Matthews
PARISH PRIEST:	Father Peter Slack
PARISH BUSINESS MANAGER:	Mrs Natalie Day Phone: (02) 6662 1025 Fax: (02) 6662 3177
CATHOLIC SCHOOLS OFFICE:	PO Box 158 Lismore NSW 2480 Phone: (02) 6622 0422 Fax: (02) 6622 0990

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At St Mary's Casino, we do whatever it takes to the lead the way in...



Love

Faith



Learning









School Spirit



Sport



Community

<p>Love</p> 	<p>Jesus asks us to 'Love one another as I have loved you'</p> <p>We love life & strive for happiness</p> <p>We have loving healthy relationships with our families, teachers and other students</p> <p>We have a love for ourselves & our neighbour</p> <p>We love & serve others in our local, national & world communities</p>
<p>Learning</p> 	<p>We will all learn</p> <p>We have high expectations</p> <p>We love learning</p> <p>We have a growth mindset - persistence, belief, practice and passion</p> <p>We will always try our best in learning</p>
<p>Faith</p> 	<p>Jesus is our role model & moral compass</p> <p>We are an authentic Faith Disciples</p> <p>We pray together</p> <p>We display Christian morals through MJR</p> <p>We embrace our history as a Mercy School</p>
<p>School Spirit</p> 	<p>We have pride in St Mary's</p> <p>We have healthy and competitive House spirit</p> <p>We have & use our manners</p> <p>We follow our 4 School Expectations</p> <p>We celebrate our school success</p> <p>We wear our school uniform with pride</p>
<p>Sport</p> 	<p>We strive for a healthy lifestyle</p> <p>We enjoy physical activity</p> <p>We are fair, committed & display great sportsmanship in our play</p> <p>We represent our school with excellence & pride</p> <p>We compete at our best & have a really good go</p>
<p>Community</p> 	<p>We embrace our Aboriginal culture and celebrate all cultures present in our school</p> <p>We engage in local community events such as Beef Week</p> <p>We honour and pay respect to our ANZACS</p> <p>We honour and those who are special to us; Mothers, Fathers, Grandparents etc.</p>

PARENT EXPECTATIONS

- ✧ Inform the school of any changes to their child's routine, health issues and other relevant information, i.e. address, phone numbers
- ✧ Ensure their child is in the correct school uniform
- ✧ Report to the school office when collecting or bringing a child to school late or leaving early
- ✧ Teach their child about stranger danger
- ✧ Have your child at school on time and collect on time
- ✧ Keep your child home when sick
- ✧ Support school policy and procedures
- ✧ Make appointments to discuss issues with teachers
- ✧ Respect the professional judgement of teachers and discuss issues through appropriate channels
- ✧ Provide healthy lunches and snacks
- ✧ Support Gospel values at home
- ✧ Acknowledge your child's success
- ✧ Label child's clothing and equipment
- ✧ Respond promptly to notes and School App alerts
- ✧ Read the School Newsletter
- ✧ Model appropriate language and behaviour
- ✧ Maintain open communication with the school
- ✧ Ensure children come to school with the appropriate equipment



ABSENCES/SCHOOL ATTENDANCE

The compulsory years of schooling: Did you know that if a student misses as little as eight days in each school term, by the end of primary school the student will have missed over a year of education? In New South Wales, all children from six years of age are legally required to attend school or be registered for home schooling.

Children are expected to attend all school activities, on time. Regular attendance helps your child:

- ✚ develop the skills needed to access the world of work and other opportunities
- ✚ learn the importance of punctuality and routine
- ✚ make and keep friendships.

Parents are asked to limit the times their children arrive late to school or leave early. Your child's school will have procedures to follow when this situation cannot be avoided.

Involvement in private lessons, such as ballet and music classes, outside the school but during school hours may not be conducive to the education of your child. Students' involvement in extra-curricular activities should be limited to outside school hours. Medical and dental appointments should be made, if possible, outside school hours (please also see the **Late Arrivals/Early Leavers** heading).

What if my child has to be away from school? If your child has to be absent from school, you must tell the school and provide a reason for your child's absence. Students who are absent from school for one or more days will be marked **Absent** if a note is not supplied within seven (7) days. To explain an absence parents and carers will be required to:

- ✚ provide explanation for student absence by our SMS service. When your child is absent from school, you will receive an SMS notifying you that your child is absent and asking you to reply with an explanation for the absence. **Your reply then counts as the 'note'**. Please do not send a message to this number for any other reason as it will not be received by anyone; it is a completely automated system and is not connected to a mobile phone at the school; or
- ✚ send a written explanation, dated and signed, to the teacher as soon as the child returns; or
- ✚ email the school – smpcas@lism.catholic.edu.au; or
- ✚ submit a Skoolbag (App) absence notification; or
- ✚ telephone the school office (6662 2566); or
- ✚ visit the school office

A small number of absences may be accepted by the Principal. For example, if your child:

- ✚ is required to attend to a serious and/or urgent family situation (eg a funeral)
- ✚ is too sick to go to school or has an infectious illness.



For an extended absence through sickness or unexpected family situations, such as funerals, the Principal, upon notification, can grant an exemption from school attendance. If the absence is for 15 days or more an 'Application for Exemption from Attendance at School' form must be completed and returned to the Principal for leave to be approved. If the absence involves overseas travel a copy of the itinerary must be included with the application.

If you intend to take your child/ren on an extended holiday then please discuss this with the Principal **before** making any plans as this type of leave often cannot be approved.

It is important to understand that the school and the Catholic Schools Office may take further action where a student has recurring numbers of unexplained or unacceptable absences from school.

Please contact the Principal to discuss the requirements around school attendance if you have any questions or concerns.

ADDITIONAL NEEDS /RESPONSE TO INTERVENTION

St Mary's Primary School students who experience difficulties in basic areas of learning and behaviour, regardless of the cause, are supported through learning support resources and services.

At St Mary's we work from a Tiers of Intervention approach, ensuring all students receive what they need when they need it.

The school's Learning Support Team can assist you with the identification of additional learning needs and the implementation of support strategies to ensure that the educational needs of your child are being met.

Leader of Intervention and Wellbeing

The Leader of Intervention & Wellbeing teacher at St Mary's Primary School plays an important role in school initiatives that aim to improve educational outcomes for students requiring support in any area.

The role of the Leader of Intervention teacher as a member of the school's Learning Support Team is to:

- ✚ Work collaboratively with the classroom teacher to identify and support students with additional educational needs and to develop specific support strategies and learning goals.
- ✚ Plan, implement, model, monitor and evaluate personalised adjustments for learning with the classroom teacher, student and/or parent or carer.
- ✚ Provide professional advice, support and mentoring to classroom teachers on: how best to cater for the diverse learning needs in their classrooms, and how to effectively work in partnership with families to maximise learning opportunities for students.
- ✚ Outsource professional specialist advice and assistance for students with additional learning needs.
- ✚ Assist with professional learning for class teachers and support staff within the field of additional needs education.

Learning Support Programs

St Mary's Primary School offers a range of educational programs to support the needs of all students in a positive, proactive and caring manner.

Some of the student support initiatives offered include:



EMU Mathematics Intervention: Extending Mathematical Understanding (EMU) is a well-researched intervention program that focuses on the way children learn mathematical concepts and skills in order to be able to meet their learning needs. The aim of this program is to accelerate student learning so they are able to participate in the daily classroom program.

Levelled Literacy Intervention (LLI): LLI is a powerful, short-term intervention that provides daily intensive small group instruction, which supplements classroom literacy teaching. LLI turns struggling readers into successful readers with engaging, levelled books and fast-paced, systemically designed lessons.



STAR Program: Succeeding Together as Readers (STAR) is a small group reading intervention for students in Stage One. STAR is a reading intervention program intended to support young students to further develop their literacy skills, particularly reading. It is considered to be an early intervention program to support literacy acquisition for students who have not made expected progress. STAR aims to accelerate students' progress and love of reading.

Personalised Programs

Students with additional needs have a Personalised Plan (PP) designed to support their educational, social and emotional needs. Teachers work with parents and health professionals to ensure the individual needs of the student are met. At the beginning of the year, teachers meet with parents to identify and discuss specific learning goals. Personalised Plans ensure students with additional needs have in class adjustments, access to Teacher Aide time/programs, small group and one-on-one intensive teacher support and allied health professional support.

APP

The St Mary's Primary School App is available and free to install on your smartphone. Skoolbag is a mobile app that communicates directly to parent smartphones. It provides access to key school information via one single communication centre for parents.

For iPhone/iPad users: Simply search: **St Mary's Primary School, Casino** in the iTunes App Store on your smartphone, PC or Mac and install.

For Android users: Simply search: **St Mary's Primary School, Casino** in the Google Play Store on your phone, PC or Mac and install.

Newsletters + general notes are sent electronically via the App and on the school Website at: <http://www.casp.lism.catholic.edu.au/> Hard copies are no longer handed to students.

If you are requested to:

- ✚ **Return money:** Place money in an envelope and mark the envelope with **event, child's name and class** on the front and **return the envelope to the office.**
- ✚ **Return a permission note:** Print off or handwrite the sample provided and return to where directed, eg. classroom teacher, sport co-ordinator or office.
- ✚ **Complete School Camp documentation:** Documentation will be provided in paper format - please complete and return as per instructions.



APPOINTMENTS

Parents are encouraged to discuss aspects of their child's education and personal development firstly with the child's teacher. It is advisable to make an appointment so that time can be set aside when staff is not involved in class or school activities or on duty. The Principal and Assistant Principal are available, by appointment, during school hours as well as before and after school.

ASSEMBLIES

The School Assembly timetable is available in the Newsletter and through the School App. Student of the Month assemblies will be held twice per term commencing at 2.10pm. Assemblies are generally held in the Relihan Centre. Parents, grandparents and friends are invited to attend. Details are provided via the School App.

BEFORE & AFTER SCHOOL AND VACATION CARE – ACTIVE KIDS

St Mary's Primary School offers Before & After School Care and Vacation Care Programs on site. This service is co-ordinated by Active Kids After School Care. Currently this service runs each day before & after school and all day during school holidays and on pupil-free days. There are fun, engaging and interactive sessions planned and you can enrol your children at any time. You do not have to be a regular user of this service to enrol in the Vacation Care Programs – you can enrol for as many or as few days as you like. Schedules and activity programs for Vacation Care are available a few weeks before the holidays on the Active Kids Facebook page or via the School App and School Facebook page. To enrol in Before & After

School or Vacation Care use the following link – <https://activekidsstmarys.hubworks.com.au> and then contact Active Kids Manager, Wendy Pizzol, to book your sessions on 0432 165 551 or email wendy@activekidsasc.com.au

BELL TIMES



<u>Monday-Friday</u>	
8.30am	Supervision commences
8.50am	Morning Bell
8.55am	Assembly
10.55am	Lunch - play
11.20am	Lunch - eat
11.40am	Students move to lines
11.45am	In class
1.45pm	Recess
2.05pm	Students move to lines
2.10pm	In class
3.10pm	Dismissal

BIRTHDAY CAKES



If you wish to send a birthday cake into school to celebrate your child's birthday we are happy to help. However, to assist us we ask parents to arrange this with their child's class teacher **prior** to the day of celebration. Patty cakes or cup cakes are the preferred option so teachers do not have to cut up a large cake into pieces for each student. If your child has an allergy that will prevent them from sharing a piece of cake, please send in an alternative in a clearly labelled container that can be stored by the teacher and used instead of birthday cake.

BOOK CLUB

As a service to the children we participate in the Scholastic Book Club. A catalogue and order form will come to you at approximately six (6) weekly intervals. There is no pressure on you to purchase any books. Please observe the following procedures:





1. All orders (including those made **online**) must be returned to the school office **by the specified closing date (always a Friday)** in an envelope labelled 'Book Club', with the child's name and class.
2. You can pay **online**. Return order form and payment receipt to the school office by the specified closing date (see #1 above).
3. You can pay by **cash** – correct money is essential as the Book Club organiser does not have the facilities to organise change. Return order form and money to the school office by the specified closing date (see #1 above).
4. You can pay by **cheque** – please make cheques out to **Scholastic Australia Pty Ltd**. Only one cheque per family order – there is no need for separate cheques for the different clubs. Return order form and cheque to the school office by the specified closing date (see #1 above).
5. Do not include money for any other purpose in the envelope - Book Club money is handled in a different way from all other money.
6. Mrs Betty Schuhmacher is the Book Club organiser.



BUS TRAVEL



Several bus companies transport children to and from the school on a daily basis. Our bus bay for both drop-offs and pick-ups is in North Street.

They are: -

 Bennett's Little Valley Bus Service	Phone - 6667 3275
 Casino Bus Service	Phone - 6662 2561
 Foscars Bus Service	Phone - 6662 4699
 Northern Rivers Buslines	Phone - 6626 1499

Your child may be eligible for free travel between home and school through the Transport for NSW *School Student Transport Scheme*. All applications for free school travel in rural and regional NSW will need to be completed online at www.transportnsw.info/school-students nominating your home address and which bus company or transport operator the student needs to travel with between home and school.

To be eligible for free school travel, students may need to live a minimum distance from their school:

-  **Years K-2 (Infants)** – there is no minimum distance.
-  **Years 3-6 (Primary)** – 1.6km straight line distance or 2.3km walking.

The free subsidy only applies to bus trips from home to school and vice versa. A new application is only required if the student has **never** been approved for free school travel before. Please note: applications for 2019 open from the start of Term 4, 2018.

If you do not have internet access please phone 131 500 for assistance with your application or, alternatively, contact the relevant bus company.

If the student is in a shared parenting situation and needs to travel from two addresses, each parent needs to make a separate application for each address. The same eligibility criteria apply.





If the student has already been approved for school travel and their address, school or name changes, or the student is moving from Year 6 to Year 7, you will need to update your details at <https://apps.transport.nsw.gov.au/ssts/updatedetails>



A private vehicle conveyance (PVC) subsidy is available to those parents who have to transport children more than 1.6 kilometres to meet a bus. Please go to the following website to apply: <http://www.transport.nsw.gov.au/pvc> If you have any questions about this application process, please call Transport for NSW on 1800 010 123.

CAMPS

Students in Years 3 to 6 will have the opportunity to attend camps. Please note: camp venues may change from year to year. Costs are organised by the teachers planning the excursion and details will be provided by letter to parents:

-  **Year 3: Camp Koinonia, Evans Head (1 night)**
-  **Year 4: Lake Ainsworth (2 nights)**
-  **Year 5: Tyalgum Ridge Retreat, Tyalgum (2 nights)**
-  **Year 6: Canberra (5 nights)**



Important: Billing and payment of school camps is through the school office.

CHANGE OF DETAILS

Any change of address, telephone contact numbers, parent's work place, parent's email address or personal information regarding the child's health, family situation, etc. should be notified to the school office promptly so that our information is updated and accurate in case of emergency. The school office will pass the changes onto the relevant teachers.

- ✚ As we use SMS for absences **it is vital that the school has a current mobile phone number and email address for all families.** These details help to ensure we can contact you as required. If you need to update any details, this can be done via the School App or simply call in to the School Office and Fran or Louise will assist you.



CHANGE OF ROUTINE

Parents are asked to inform their child's class teacher, **in writing or via email**, if a change of routine occurs regarding their child's transport arrangements or mode of travel to and from school. Please note that word of mouth by the student is not sufficient as they can become very confused. Only in an **emergency** should there be a need to telephone the office with a change of afternoon routine.

CHILD PROTECTION

Staff in Catholic Schools in the Diocese of Lismore have significant obligations as Mandatory Reporters, for the safety, welfare and well-being of children and young people. A Mandatory Reporter is a person who, due to the nature of their employment must report any concern regarding the safety, welfare or well-being of a child. This means that they must report any issue that they suspect, on reasonable grounds, that a child is at risk of significant harm to the school Principal who will take the required action. More detailed information can be found on the school website in the Child Protection Policy and Procedures document.

CORPORAL PUNISHMENT

All staff in the Catholic schools of the Lismore Diocese are prohibited from using corporal punishment as a means of punishment or correction of students. The use of corporal punishment to enforce discipline is not permitted by any member of the school community. The St Mary's Behaviour Management Policy expressly prohibits the administering of any form of corporal punishment at any time, in any environment by any member of the community, be they staff, parent or visitor.

Corporal punishment is defined as the application of physical force in order to punish or correct a student, but does not include the application of force taken to prevent personal injury, damage to, or destruction of, property of any person, including the student.

(Diocesan Education Board 1996)

CREATIVE ARTS (CA)

CA lessons are planned to enrich the understanding of how the arts can be a way for the students to express themselves while broadening their knowledge of literature and historical events. CA lessons involve music, dance, drama and art. Performance items may be presented for the community.



Painting shirts are needed when children are painting. An old shirt is ideal.

EXCURSIONS

School excursions, linked to units of work being studied, greatly benefit and enrich the children's education. Parents will be fully informed through a letter and completed permission slips are required from parents before children are permitted to take part in an excursion.



In order to participate in an excursion, a student must display responsible behaviour at all times throughout the year, as participation on an excursion is a privilege not a right. If parent assistance is required on an excursion the class teacher will make this known on the excursion letter.

Local walking excursions that take place in the community and do not require payment, the use of a bus or other transport are addressed on the school enrolment form and parents are asked to give general permission for these types of activities upon enrolling.

FACEBOOK



Our school has a Facebook page that can be found by searching 'St Mary's Primary School, Casino'. We use our Facebook page to celebrate all of the wonderful things that happen at St Mary's. The page is full of photos of the day to day life of the school as well as special events that we may be involved in. Our Facebook page is managed so that it can only be posted to by the school, but followers of the page may like posts and photos or tag other family and friends. This page is very closely monitored by the school and we encourage all parents and carers to 'Like' our page.



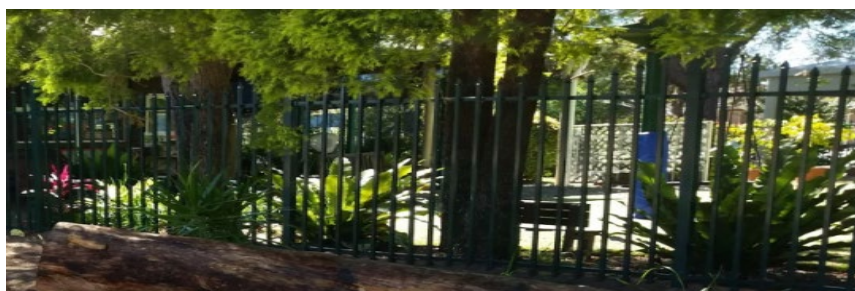
FEES

The centralisation of school fees for both St Mary's Primary and St Mary's College is managed at St Mary's Parish office. This system affords an across the board discount and facilitates simplified fee communication via one centralised location. School fee management is under the direction of the Parish Business Manager.

Families will receive one account showing tuition fees, resource fees, building levy and applicable discounts. This account will be sent out from the parish office and is payable at the parish office. School camps/excursions will be billed by us and are payable at our school office.

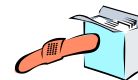
FENCE

The school is fully fenced for the safety of students and staff. The North Street gate is closed at 9.15am and reopened at 3.00pm. Entrance to the school between these hours is via the front gate near the Centre Street pick up shelter.



FIRST AID+

Only minor first aid will be administered by school staff. In the case of serious injury parents will be notified and the necessary action will be taken, eg. an ambulance called. If children are not well, please look after them at home or with a carer. It is unwise to send them to school as they may be contagious and cannot learn effectively.



FLOOD PROCEDURES FOR COUNTRY BUSES



Casino Bus Service and **Northern Rivers Buslines** have advised our school that in times of possible flooding they will take the advice of the local State Emergency Service (SES) and if flooding is expected they will NOT run their relevant bus service/s that morning. If the bus/es do not run in the morning they will **NOT** run in the afternoon. Northern Rivers Buslines stated that if they happen to do their morning run and flooding occurs they will run at their normal time in the afternoon the best they can and will endeavour to make contact with parents/guardians. Bus Service telephone numbers are as follows:

	Casino Bus Service	6662 2561
	Northern Rivers Buslines	6626 1499

Bennett's Little Valley Bus Service has advised our school that in times of possible flooding if they are unable to pick up at the start of their school bus run then they will find the next available pickup to start from and go from there. If it is not possible for them to run the bus in the morning, then they will not run in the afternoon. They will contact the local radio station and request them to announce any changes to the bus run. If flooding occurs during the day while students are at school, then they will contact our school to advise us of the situation and ask the school to prepare students for early departure. Once students are on the bus Bennetts will then contact the parents/guardians of each student to advise them of the situation.

	Bennett's Little Valley Bus Service	6667 3275
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FRUIT BREAK

Daily Fruit Break is an important part of our school day and we appreciate parents providing a piece of fresh fruit or vegetable for their child to sustain their energy during important learning time. Students have their fruit break usually at a changeover of lessons and so it needs to be easily eaten in the classroom. Especially for students in Kinder to Year 2, it is important that large pieces of fruit are cut into smaller pieces and that the **fruit is not too juicy**.



HEAD LICE

Head lice can be a problem for schools and families at times, so we ask that all parents co-operate so that we can reduce the problem for each other. If children are found to have head lice please:



1. Advise the school and a general flyer will be issued to all families in that class regarding treatment.
2. Treat children with a suitable preparation available from pharmacies.
3. Children may return to school after the first treatment.
4. You must repeat the treatment in seven days to kill any newly hatched eggs.

Regular checking of the hair, wearing long hair tied back and impressing on children not to share combs, brushes and hats are all effective preventive measures.

For further more in-depth information please go to the following website: -
<http://www.health.nsw.gov.au/environment/headlice/Pages/treatment.aspx>

IMMUNISATION HISTORY STATEMENT FOR ENROLMENT

Under the Public Health Act 2010 and the Public Health Regulation 2012, primary schools must request and record the immunisation status of each enrolled child. The Immunisation History Statement which is issued by the Australian Childhood Immunisation Register (ACIR) is required as proof of immunisation status for enrolment at school under the NSW Public Health Act 2010. The Personal Health Record (Blue Book) is not acceptable evidence.



Parents can request another copy of the History Statement by calling the ACIR on **1800 653 809** or requesting a statement by emailing acir@medicareaustralia.gov.au or visiting Medicare Online Services at www.medicareaustralia.gov.au/online or a local Medicare office.

A parent can refuse to provide a History Statement to a primary school, but their child will be classified as not immunised and may be excluded from school if there is an outbreak of a vaccine-preventable disease in the school.

INFECTIOUS DISEASES OF CHILDHOOD

Chicken Pox: Chickenpox usually begins with a sudden onset of fever, runny nose, cough and tiredness. About one to two days later a rash appears, starting as pink blotches that rapidly progress to blisters. The blisters can be very itchy and last 4 to 6 days before turning into scabs and drying out. The rash is usually more concentrated over the trunk, face and scalp. Time from exposure to illness is 10 to 21 (usually 14 to 16) days. A person is infectious from one to two days prior to the rash onset until the blisters have all formed dry scabs (usually about five days). **A child with chickenpox should be excluded from school for at least five days after the rash first appears AND until all the blisters have scabbed over (dried out).**

Conjunctivitis: With conjunctivitis the eye feels scratchy, is red and may water. Lids may stick together on waking. Time from exposure to illness is 1 to 3 days. **Exclude your child from school while there is still a discharge from the eye.**

Impetigo: Also known as **School Sores**. Small red spots change into blisters that fill up with pus and become crusted; usually on the face, hands or scalp. Time from exposure to illness is 1 to 3 days. Keep home from school until antibiotic treatment starts. Sores should be covered with watertight dressings

Measles: Measles usually begins with a fever, tiredness, cough, runny nose and sore eyes. A characteristic rash appears 3–7 days after the onset of symptoms and will usually begin when the fever is still present. This rash is usually flat, red, blotchy and covered with small bumps. The rash usually starts on the face, head or neck then spreads down to the body and lasts for 4–7 days. Small white spots may occur on the inside of the mouth (Koplik spots). Time from exposure to illness is about 10 to 12 days until first symptoms, and 14 days until the rash develops. People with measles are usually infectious from just before the symptoms begin (about 5 days before the rash appears) until 4 days after the rash appears. **Exclude for four days after the onset of the rash.**

Rubella: Symptoms of rubella can include mild fever, rash, runny nose, conjunctivitis and swollen lymph glands. It takes between 14 to 21 days after coming into contact with rubella for symptoms to develop. Time from exposure to illness is 14 to 21 days. A person with rubella can be infectious from 7 days before and 4 days after the rash begins. **Exclude until fully recovered or for at least four days after the onset of rash.**











Whooping Cough: Whooping cough (Pertussis) usually begins like a cold with a blocked or runny nose, tiredness, mild fever and a cough. The cough gets worse and severe bouts of uncontrollable coughing can develop. Coughing bouts can be followed by vomiting, choking or taking a big gasping breath which causes a “whooping” sound. The cough can last for many weeks and can be worse at night. The incubation period for whooping cough is roughly between six to 21 days with its infectious period lasting from the first signs of the illness until about six weeks after coughing starts. If an antibiotic is given, the infectious period will continue for up to five days after starting treatment. **Exclude until five days after starting appropriate antibiotic treatment.**

Further information for other infection diseases can be found on the following website: - <http://www.health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx>

KEY LEARNING AREAS

There are eight major learning areas in our school curriculum:

-  Religious Education
-  English
-  Mathematics
-  History
-  Geography
-  Science and Technology
-  Creative Arts
-  Personal Development, Health and Physical Education



KINDERGARTEN ENROLMENTS

Enrolments for St Mary's Primary open in Term 2 each year and *Enrolment Application* packages are available from the School Office. Children who turn five years of age by the 31st July during the year of enrolment to Kindergarten may be accepted for enrolment.



LATE ARRIVALS/EARLY LEAVERS

- * If your child arrives at school after the 8.55am bell, **parents/guardians** must take your child to the school office and sign them in and take the Late Pass to the class teacher. Late students who do not have a *Late Pass* will be sent back to the school office.
- * If your child is to be collected early during school hours, the parent/guardian must go to the school office to sign the child out and collect a *School Leave Pass* and hand it to the child's class teacher. NO child will be allowed to leave school without a *School Leave Pass*.
- * If a child is returning to school after an appointment, the parent/guardian must call at the school office to notify of the child's return.

Please also see under the **Absences** heading.








LEGAL ORDERS

Copies of current Parenting Court Orders and/or Parenting Plans must be provided to the school so that the school is aware of the rights and responsibilities each parent may have.

Change of Name

If there is no Court Order in place ordering a child to be known by a certain surname, an individual parent cannot elect to have their child known by a different name unless the enrolling parent satisfies one of the following conditions:

-  Provide a consent signed by both parents that the child be known by another name.
-  Provide a statutory declaration which indicates that the child has not been in contact with the parent whose name is on the birth certificate for a period of five years, and that their whereabouts is unknown.
-  Prove that the parent whose name is on the birth certificate has died and provide a signed consent for the change of the child's surname.
-  Provide proof that the child has been adopted.
-  Provide a new birth certificate.



LIBRARY



Our Library stock is updated each year and we have an interesting and varied collection of books for the children to borrow. We ask each child to use a library bag to protect the books. Please ensure your child returns their books each week. Library day will be advised by the class teacher early in the year.

LOST PROPERTY

Lost property is supervised by the Assistant Principal. All clearly labelled items will be returned to students. Items not labelled or illegible will be kept for a period of time before being donated to charity. Please make sure that items of clothing, etc are clearly marked so we are able to return those left lying around the school. Please also update the names on any second-hand items you may have purchased or acquired.



MEDICATION

It is important that the school office is kept informed of children's medical problems and needs, e.g. asthma, allergies, medication, etc.

Authority forms for the administration of medication for severe allergic reactions, severe/special illness and daily medication need to be completed before medication can be administered.

If your child has a temporary illness requiring prescription medication (e.g. antibiotics), if possible, request the doctor to prescribe medication that can be administered before and after school hours.



If your child is required to have the prescribed medication at school please ensure that the prescribed medication is brought to the school office and the relevant paperwork completed. Medication should be brought to the school office in its **original** packaging **with** the **pharmacy label** stating child's name, name of medication, dosage details, name of prescribing doctor and any other relevant details.

If prescribed or non-prescribed medication is brought into the school by your child without the knowledge of the school, parents should recognise they may be held liable by law for any injury caused to another child by their failure to disclose medication carried by their child.

Please Note: Non-prescribed medications (e.g. panadol) will not be administered by teachers or other persons on the school staff. After clearance from the office parents/carers are permitted to go to their child's classroom to administer same.

Parents of children suffering from **asthma** will be asked to complete a *Student Asthma Record* form. Asthmatic children should always have their reliever medication puffer on them. Parents of children who may be at risk of an **anaphylactic** reaction are asked to complete an *ASCLIA Action Plan for Anaphylaxis*, completed and signed by a doctor. Parents also need to provide the school with an adrenaline auto-injector.

It is the parents/guardians responsibility to keep a record of the expiry date of any medication, auto-injectors, etc supplied to the school and ensure they are replaced on expiration.

MESSAGES

Emails: Generally, teachers will answer emails between the hours of 7:30am -5:30pm. Flexibility around the urgency and seriousness of the matter will be considered. Generally, teachers will not answer emails between the hours of 8:30am -3:30pm. On school days, the teacher will respond to the email within 24 hours.



Messages from Parents: Parents will be encouraged to send in a note for their child to give to the teacher or to email the teacher. If there has been an urgent change to the normal routine of your child or in an **emergency**, messages can be delivered to a teacher or to a student during school hours by phoning the school office (an email may not get read). Please phone the school office **before 1.30pm** to allow sufficient time for the message to be passed onto the relevant person.

Please note: On a sport day it can be very difficult to locate a student and deliver a message. Only urgent messages will be delivered.

MOBILE PHONES & OTHER ELECTRONIC DEVICES



St Mary's Primary School wishes to discourage students bringing mobile phones and other electronic devices to school, however, we do recognise that some students require access to a mobile phone for safety reasons when going to and from school.

- ✚ Once at school the device should be turned off, placed in a plastic bag labelled with the student's name and taken to the school office. The office staff will secure the phone until the end of the day.
- ✚ Mobile phones and other electronic devices are not to be used for any purpose on school premises, grounds or during off-site activities, i.e. camps, excursions. If required in an emergency, parents and carers may contact children by leaving a message with the school office.
- ✚ Students must not lend their device to another student for use as a phone, for text messaging or for use as a camera or video recording device. The student who owns the phone will be held responsible for its use.
- ✚ Students are not permitted to use a mobile phone or any other electronic device to access the internet for personal use whilst at school.
- ✚ The school accepts no responsibility for replacing mobile phones and other electronic devices that are lost, stolen or damaged whilst on school premises.

MONEY



At times throughout the year students will be required to bring money along to school for excursions, shows, book club. Please assist by placing the correct money **in an envelope clearly marked with the child's name and class and the purpose**. Children are to put the envelope in the slot in the office door.

NEWSLETTER

A Newsletter is published every second Friday providing news of school, parish and local events. The fortnightly Newsletter will include a calendar of future events. The Newsletter is available on the school App or the school Website. General notes that are not class specific will also be published via the App or Website. Please return any reply slips promptly as we sometimes need your permission for children to take part in activities and they will not be able to participate without permission notes.



School App:

St Mary's Primary School, Casino



School Website:

<http://www.casplism.catholic.edu.au/>



NON-PARTICIPATION IN SCHOOL ACTIVITIES

If for any reason your child cannot participate in any school activity parents are requested to send a written note to the class teacher. Please note that word of mouth by the student is not sufficient.

OFFICE HOURS

The school office is open from Monday to Friday from 8.30am until 3.45pm.



PARENTS AND FRIENDS ASSOCIATION

St Mary's Parish Schools (St Mary's Primary and St Mary's Catholic College) have a common Parents and Friends Association. This body conducts and co-ordinates fund-raising so as to assist the school to provide necessary teaching aids and other equipment to enhance the teaching and learning environment for students. Your support of this association is vital. Without the financial assistance of this body, school fees would have to rise to meet the costs. The meetings also provide a forum for exchange of ideas between parents and the Principals of the two schools and are held on the second Wednesday of the month and the venue is in the College staffroom. Details of meeting time and venue are advertised through our school Newsletter and App.



PARENT ASSEMBLY

The Diocese of Lismore has set up a Diocesan Catholic Schools Parent Assembly. Our P & F Association and the two school communities are part of this Assembly. The aim of the Assembly is to create a better partnership between parents, schools and the Catholic education system as a whole. It provides an avenue for information on government policies that affect our schools, a lobbying body on issues which need to be investigated and provide a means of communication for parents to share their ideas and request help. Parent education programs are an important focus of this group. The local Parent Assembly members will keep you informed of upcoming events within our local schools and the region. Each year the school endeavours to get a representative to attend a term meeting in Lismore. If you are interested please advise the Principal.

PARENT/TEACHER INTERVIEWS

Each Year Level will have a Parent Information evening early in the school year to outline the learning to be covered during the year and general classroom management. Parents are welcome to approach the school about any concern. The education of your child is a home/school team effort in which we support each other.

Parent/teacher interviews can be arranged at any time by parents or teachers, but we also provide a more structured arrangement at the end of Term 2 after the Semester 1 school reports have been sent home.



PARKING, DROPPING OFF & PICKING UP CHILDREN/SAFETY

Best Options



- ✚ Parents are requested to park in Centre Street if driving their child/ren to and from school. A Traffic Warden is there to direct pedestrians safely across the street.
- ✚ Alternatively, please use the “drop off/pickup” zone in Centre Street between the Pedestrian Crossing and the driveway to the Parish/Staff car park (behind the church). This zone is a “No Parking” zone from 8.00am to 9.30am and 2.30pm to 4.00pm.
- ✚ “No Parking” means a person **cannot** park during the specified times **unless** they are dropping off or picking up passengers, does not leave the vehicle unattended, completes the dropping off or picking up of passengers within 2 minutes and drives on as soon as possible.
- ✚ Children waiting to be collected after school are to wait at the Centre Street shelter where supervision is provided by a teacher until 3.30pm. This is the safest place as they can easily access the “pick up zone” and the supervised pedestrian crossing.

North Street Option

- ✚ If you choose to use North Street please be aware that you **cannot** park in residents’ driveways **nor** in **Bus Zones**. Bus Zones are from 8.00am to 9.30am and 2.30pm to 4.00pm on school days (this includes pupil-free days).

Please note: you risk being fined up to \$310 and losing two points if you:

- ❖ **double-park in Centre Street or North Street to drop off or collect your child/ren;**
- ❖ **stop or park in any Bus Zone between 8.00am to 9.30am and 2.30pm to 4.00pm on school days**

If you are changing your child’s travel arrangements for the afternoon ensure that the teacher is notified in writing. Children often become confused by verbal messages and we cannot take responsibility for the child’s safety if we are not informed formally.

PERSONAL BELONGINGS



Before allowing your child to bring personal items to school consider how they will feel if the special item is lost or damaged. Staff cannot accept responsibility for the safe keeping of these items even though all care will be taken.

PHOTOGRAPHS

These are scheduled annually. Individual and class group photos are taken. Optional sibling photos are also usually available at this time.



RELIGIOUS EDUCATION






Religious Education is a Key Learning Area taught with the same rigour as the other seven Key Learning Areas. As a school, Catholic values and practices permeate the entire school curriculum. The Diocesan approved Religious Education program is supported by the “To Know, Worship and Love” classroom resources.

Liturgical Celebrations

Children are given opportunities for liturgical worship in both whole school and grade settings. These may take the form of Liturgy of the Word or Mass. Parents are invited to share these celebrations with the children.

Sacramental Program

Confirmation, Reconciliation and First Eucharist are celebrated during the year. The grades involved will be informed of dates early in the school year. Any Catholic child newly enrolled in the school, in different grades, is also prepared for the reception of the Sacraments. Parents need to advise the Leader of Catechesis if their child has not completed the Sacramental Program.

-  Confirmation is celebrated by Year 2 students
-  Reconciliation is celebrated by Year 3 students
-  First Eucharist is celebrated by Year 3 students



MiniVinnies

Our school has a MiniVinnies group with members from Year 6. MiniVinnies holds fundraising events to raise funds to support the St Vincent de Paul Society. MiniVinnies is primarily concerned with Social Justice issues.

Missions

Part of our mission as Christians is reaching out to other people in need. The Australian Catholic Church supports missions in all parts of the world. The money we raise goes towards Catholic Mission, CARITAS and St Vincent de Paul.

During the year, our school community has several fundraising efforts for the missions. As well, there are collection boxes in all classrooms and the children are encouraged to contribute to these.

REPORTING TO PARENTS



School reports are issued each semester. Government regulations require reporting of student achievement in each Key Learning Area using an A – E grading scale. Kindergarten students and students on Personalised Programs (PP's) may be exempt from this grading process.

Teachers use common assessment tasks across the grade/stage to ensure consistent judgement in their reporting. Parents are invited to meet with the class teacher to discuss any concerns or to seek clarification after reports have been sent home.

SPORT

Students, on commencing at St Mary's Primary School, are placed into one of our colour houses. We have four colour houses as follows:



Champagnat – Blue
de Paul – Green
MacKillop – Gold
McAuley – Red



House Patrons

Catherine **McAuley** was the founder of the Sisters of Mercy. She was born in 1778 in Ireland and established the Sisters of Mercy in 1831. Plenty of sisters from around the world joined her cause. She died in 1841. There is a push for her to become a canonised saint. Mary, Mother of Mercy, has been the patroness of our school since its establishment by the Sisters of Mercy in 1878.

St Vincent **de Paul** was born in France in 1581. He became a priest at the age of 20. At first, he was given an important position as the teacher of rich children, and he lived rather comfortably. But while he was travelling by sea from one city to another, he fell into the hands of Turkish pirates who sold him as a slave. Two years later he was finally set free. He focused the majority of his work on helping the poor. Father Vincent realised how badly the poor people of France needed spiritual help. When he began to preach to them, crowds went to confession. He finally decided to start a congregation of priests to work especially among the poor.

Marcellin **Champagnat** was born in France in 1789. He became a priest in 1816. In 1817, he founded the Marist Brothers after meeting a sick young boy who knew nothing of Jesus and Mary and had basic education. The Marist Brothers aimed to provide education to all those who needed it.

St Mary **MacKillop** was born in Victoria in 1842. She loved children so much she became a school teacher and with Father Woods opened the 'Stable School' in 1866. She and Father Woods started the religious order of the Sisters of Saint Joseph of the Sacred Heart and in 1867 Mary MacKillop became a nun – Sister Mary of the Cross. Mary and the nuns set up schools in Australia and New Zealand. Mary MacKillop is Australia's first saint.

Sport Days and Times

These will be communicated to parents early in the school year. **Please note:** times may vary due to the time of the year.

If a child is unable to participate in sport, due to an injury or sickness, a note needs to be sent to the class teacher.

Children are required to return to school after all sporting activities unless a parent comes to the teacher responsible for the children and takes the child. A note asking that the child meet the parent at some place cannot be accepted. This is for the safety of the child.

Running Club

Our school Running Club meets twice a week in Term 1 – **Tuesday & Friday mornings from 8.25am→ 8.50am** – at school to gain fitness development. It is open to all students.

Representative Sport & Behaviour

An expectation at St Mary's Primary School is that students who represent our school in sporting teams will:

- * be fair, committed and display great sportsmanship in their play;
- * represent our school with excellence and pride;
- * compete at their best and have a really good go.

Where this does not occur, as a consequence, students may be excluded from the selection process. Students have been made aware of this process.



STAFF PROFESSIONAL DEVELOPMENT DAYS

During the year there will be 4-5 Staff Professional Development days. On these days, staff engages in professional learning aimed at improving teaching and learning, reviewing school policy, organisation and curriculum development. Professional Development days are pupil free days and adequate notice is provided of these days.

STAGES

For your information:

- ✚ Kindergarten = Early Stage 1 (ES1)
- ✚ Year 1 + Year 2 = Stage 1 (S1)
- ✚ Year 3 + Year 4 = Stage 2 (S2)
- ✚ Year 5 + Year 6 = Stage 3 (S3)

STUDENT LEADERSHIP

The Leadership Program is a pro-active student leadership program for our Year 6 students that utilises leadership skills, MJR and peer mediation to engage and empower students to become active leaders within the school and broader community.

STUDENT LEARNING & BAHAVIOUR

Students are benchmarked against our Vision Intentions of Love, Learning, Faith, School Spirit, Sport & Community. The three benchmarks are: Consistent, Usually or Sometimes. Students can move up and down in each area depending on their efforts in these Vision Intentions. Each classroom has this displayed and the students are made aware of what they need to do to remain in Consistent via their teacher and also the Principal on assemblies. Twice per year, families will receive their child's benchmark via the end of semester report card. This benchmark will be a reflection of the child's overall behaviour for the whole term; not just an indication of where they are placed at time of reporting.

Students will drop down their Vision Intentions for repeated classroom issues including if they receive a Sit and Think; lack of effort in learning and if they have not completed 80% of their Home Learning.

Students who remain in Consistent for a whole term will receive a certificate at the end of that term and will be invited to Extra Play and possibly a class reward towards the end of the term. In Kindergarten, students will have a settling in period in Term 1.

SUPERVISION – SCHOOL HOURS

School commences each morning at 8.50am and concludes at 3.10pm. The playground is only supervised from 8.30am each morning. Bus children are supervised until the last bus leaves. Children arriving at school before 8.30am must sit in the designated area until duty commences on the 8.30am bell. If due to family reasons a child is at school outside the supervised hours parents are asked to advise the Principal of these details.



TECHNOLOGY

St Mary's Primary School recognises the potential value of technology in shaping our students' educational experiences and the new avenues it can offer for learning. The school offers students access to a range of technological resources to support their educational journey.



Some of the classroom technology that we currently have in place includes:

- ✚ Samsung tablets and Apple iPads
- ✚ Google Chromebooks
- ✚ Laptops and Netbooks
- ✚ Interactive whiteboards
- ✚ Years 3 to 6 have one on one Chromebooks

Internet Services

Access to internet and email services (school services) are provided to students in Lismore Diocese Catholic schools in order to support their educational and administrative needs. These school services are necessary educational tools and must be used in a responsible manner.



Filtering of inappropriate sites is implemented at a Diocesan and school level. In conjunction with our internet filtering system, it is important to note that our school's Technology Officer will also be monitoring internet usage and tracking visited sites to help ensure the appropriate use of this educational resource.

Students are responsible for their behaviour on school computer networks and expectations regarding computer and internet use will be made very clear. Any breach of school policy may result in the loss of access to school devices.

For more information regarding the school's Information Communication Technology (ICT), please visit the school website and access the following policy documents:

- ✚ Information and Communication Technology Policy
- ✚ Internet Usage Policy

TUCKSHOP/CANTEEN

Telephone No: 6662 2255

Lunches are available at the school canteen each day. Lunch orders are taken to the canteen by 9.00am. Lunches should not be ordered after this. Orders can be written on brown paper bags, **not on envelopes or plastic bags.**



Afternoon tea can be purchased over the counter - no order is necessary. No hot food is available for afternoon tea. Children in K→6 can purchase drinks over the counter. Parent Helpers are always required at the Canteen. Please contact Kim Murphy on the above phone number if you can help.

UNIFORM

St Mary's Primary School, Casino sets high expectations in regards to uniform. We believe that wearing a school uniform shows pride in ourselves and our community. When we wear our uniform correctly, it unites us as a community and represents all students entering our school as valued and respected members of our group. The aim of this uniform policy is to communicate expectations to our school community that are clear, concise and upheld.

Our full uniform is available seven days per week from Lowes, Shop 39, Lismore Shopping Square, Cnr Brewster and McKenzie Streets, Lismore, phone 6621 2103, and online. Please also see the link to 'Lowes School Uniforms' on the school website.

Uniform Requirements

Summer Uniform

Girls: Regular Summer Uniform

Choice of all-in-one uniform OR blouse with skirt OR blouse with shorts; black leather shoes and navy socks; school hat.



Boys: Regular Summer Uniform

Polo shirt with navy long-leg shorts with internal side pockets; black leather shoes and navy socks; school hat.

Winter Uniform**Girls:** Regular Winter Uniform

Navy blue track pants or navy blue slacks with checked blouse OR navy blue tights worn under all-in-one uniform, shorts or skirt; navy blue jumper with school crest; black leather shoes and navy socks or navy tights; school hat.

**Boys:** Regular Winter Uniform

Navy blue track pants with polo shirt; navy blue jumper with school crest; black leather shoes and navy socks; school hat.

Sports Uniform

Girls: Navy knit shorts; polo shirt; white, predominantly white or completely black joggers and navy socks; school hat. Shoe laces on white shoes must be white and laces on black shoes must be black.



Boys: Navy knit shorts; polo shirt; white, predominantly white or completely black joggers and navy socks; school hat. Shoe laces on white shoes must be white and laces on black shoes must be black.

Note: During normal school days, boys and girls may wear the navy blue tracksuit pants with their normal school uniforms. Because the day's temperature tends to warm up, students may want to take off their tracksuit pants, therefore, the girls and boys will need to wear their shorts underneath their tracksuit pants. On sports day the tracksuit can be worn over their sports uniform.

Please, NO coloured slacks, windcheaters, hoodies or parkas, coloured jumpers or cardigans. NO jeans. NO sandals. NO anklet socks or fluoro coloured shoelaces are to be worn.

Hats

Hats are a compulsory part of our school uniform and students are expected to wear them at all time during breaks, sport and other outdoor events. Due to our warm, sunny climate, it is compulsory for the children to wear the school hat while outside on the playground and in the sun. No other hats are to be worn with the school uniform. If children do not have a school hat, then they are required to remain in the shade during play times and will not be able to attend Sport. Please label hats clearly with your child's name.

**Hair**

The emphasis is always on neatness and good grooming. Students' hair is to be cut and worn in a neat and tidy fashion. Extremes in style of cut and colour are not considered to be part of the uniform requirements of the school.

Boys: Hair is not to exceed collar length or cover the ears and fringes should not go below the eyebrow level. Hair can be shaved no shorter than a Number 2 blade and it must be a consistent and clean cut (i.e. no tracks, or patterns in the shaving). Hair accessories are not permitted for boys.

Girls: Hair is to be neat and tidy. The fringe is not to be below the eyebrows and hair longer than shoulder length is to be tied back at all times. Simple navy, white or black hair accessories are acceptable if they are discreet and being used to keep the hair tidy. Flowers or brightly coloured accessories or clips are not permitted. 'Jo Jo' style bows are allowed if they are navy, white or black.

**Jewellery, Make-Up and Accessories**

There are restrictions on what type of jewellery can be worn to school as a safety requirement. Girls are permitted to wear a maximum of two sets of plain silver or gold sleepers or studs in their ears. One lightweight silver or gold chain with a small crucifix or religious medallion



may be worn around the neck, inside the shirt. One plain signet ring can be worn. Girls may wear one plain silver or gold solid bangle on one wrist.

Make-up of any description is not permitted to be worn by students at school, this includes nail polish.

All other types of accessories or jewellery are not permitted to be worn at school; this includes temporary tattoos, piercings, rubber/leather wrist bands etc.

Year 6 Leaders Shirts

Each year, students in Year 6 will be given the opportunity to purchase a Leadership Shirt to recognise their role as leaders in our school and so they have something special to remember their final year at St Mary's by. This shirt is a privilege and should be treated as such. Students who are not displaying appropriate leadership skills and qualities will not be given the opportunity to wear their Leadership Shirt. It is customary that these shirts are worn in place of the sports shirt and on one other day of the week determined by the school each year. This shirt should be worn as part of the sports uniform on the given days. The wearing of the school uniform correctly is considered to be one of the qualities required of a Year 6 leader.

Meeting Our Uniform Expectations

St Mary's Primary School expects all students will be in the correct school uniform at all times and appreciates the effort that parents and carers go to in order to make this happen. Students who attend school in the correct uniform will be given the opportunity to earn points for their house. If the uniform is consistently incorrect, the Assistant Principal will contact the family to ensure they are familiar with our policy and their agreement to adhere to it upon enrolment.

Lowes Parent Discounts and Rewards

- ✚ Lowes Rewards Card – free to join, the value of 5% of your purchase will be sent to you as a voucher twice a year; exclusive shopping offers and exclusive promotional offers. These are emailed to members and sometimes include special 20% discount days.
- ✚ Lowes Zero Card – holders are welcome to take home purchases with an easy 12 month repayment system set in place. Please see Lowes website for full terms and conditions.

VISITORS

Visitors to the school are required to attend the school office and sign the Visitor's Book. They are then issued with a Visitor's Badge that must be worn whilst on the school grounds.



VOLUNTEER – PARENT/CARER HELPERS

Parent involvement at St Mary's Primary is highly valued. Some activities that you may be interested in helping with include:



- ✚ reading with children
- ✚ excursions, camps
- ✚ tuck shop
- ✚ craft, covering books
- ✚ sporting activities

A *CSO Volunteer Application Form* is required to be completed before helping in the school. When helping at the school we ask that you sign the Attendance Book in the office and collect a name tag to be worn whilst you are in the school. The Attendance Book is then signed at completion of the visit.

Parents will be given guidance by the Principal and Assistant Principal before volunteering in the classroom.

WEBSITE ADDRESS – <http://www.casplism.catholic.edu.au/>

Our school website complies with the Catholic Schools Office guidelines policy on the ‘Use of Electronic Communication Devices’.



TERM DATES for 2019

(excludes Staff Development/Pupil Free Days)

TERM	CLASSES	COMMENCES	FINISHES
Term 1	Staff	Tuesday, 29 January 2019	Friday, 12 April 2019
	Years 1 – 6	Friday, 1 February 2019	Friday, 12 April 2019
	Kindergarten	Monday, 4 February 2019	Friday, 12 April 2019
Term 2	Whole school	Monday, 29 April 2019	Friday, 5 July 2019
Term 3	Whole school	Monday, 22 July 2019	Friday, 27 September 2019
Term 4	Whole school	Monday, 14 October 2019	Friday, 20 December 2019

Please note: Easter Sunday is 21 April 2019

TERM DATES for 2020

(excludes Staff Development/Pupil Free Days)



TERM	CLASSES	COMMENCES	FINISHES
Term 1	Staff	Tuesday, 28 January 2020	Thursday, 9 April 2020
	Years 1 – 6	TBA	Thursday, 9 April 2020
	Kindergarten	TBA	Thursday, 9 April 2020
Term 2	Whole school	Monday, 27 April 2020	Friday, 3 July 2020
Term 3	Whole school	Monday, 20 July 2020	Friday, 25 September 2020
Term 4	Whole school	Monday, 12 October 2020	Friday, 18 December 2020

Please note: Easter Sunday is 12 April 2020