

St Mary's School Contact Details

School Principal: Mrs Gabrielle Espenschied

Address: 69 Marine Parade Hastings 3915

Postal Address: P.O Box 421 Hastings 3915

Telephone: (03) 5979 1959

Email: principal@smhastings.catholic.edu.au

Website: www.smhastings.catholic.edu.au



Parish Contact Details

Parish Priest: Fr. Shymon Thekkekalathungal

Parish Secretary: Hijacinta Svabelj

Address: 71 Marine Parade Hastings 3915

Postal Address: P.O Box 76 Hastings 3915

Telephone: (03) 5979 4374

Fax: (03) 5979 2743

Website: www.westernportchurch.com.au



St Mary's Vision & Mission Statement

Our Hopes and Dreams

With Mary as our model, St Mary's Catholic Primary School strives to be a community where we:

- embrace and experience Gospel values which permeate the life of the school.
- commit to and celebrate our Catholic tradition.
- hold the care, safety and wellbeing of children as paramount.
- value and recognise learning as a lifelong process for all
- pursue excellence in all our endeavours.
- foster a thirst for learning, a healthy self-esteem and the ability to overcome obstacles.
- develop all dimensions of each child.

Putting Vision into Action:

With Mary as our model we:

- Provide a quality education within a Catholic framework in partnership with parents and the wider community.
- Promote and commit to positive relationships; the catholic ethos; dignity; justice; care, safety and wellbeing for all. We have zero tolerance to any form of child abuse, including neglect.
- Provide a welcoming and secure environment that nurtures, stimulates and challenges individuals to attain their full potential.
- Recognise the talents, abilities and uniqueness of each individual and provide policies, programs and structures that cater for and respect their differences.
- Implement a balanced and sequential curriculum based on current educational research and best practice

St Mary's School supports and promotes the principles and practices of Australian Democracy



St Mary's School Democratic Principles Statement



Democratic Principles

At St Mary's we recognise that the school plays a vital role in advancing democratic ideals and principles. For democracy to continue to thrive, children must be taught democratic ideals and principles and to value its way of life. St Mary's will explicitly and implicitly support and promote the principles of Australian democracy, including a commitment to:

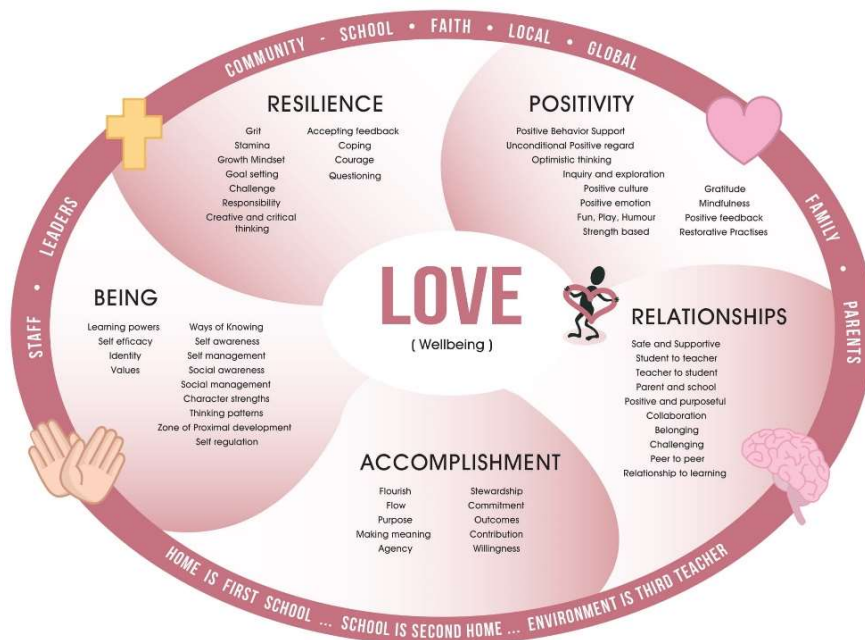
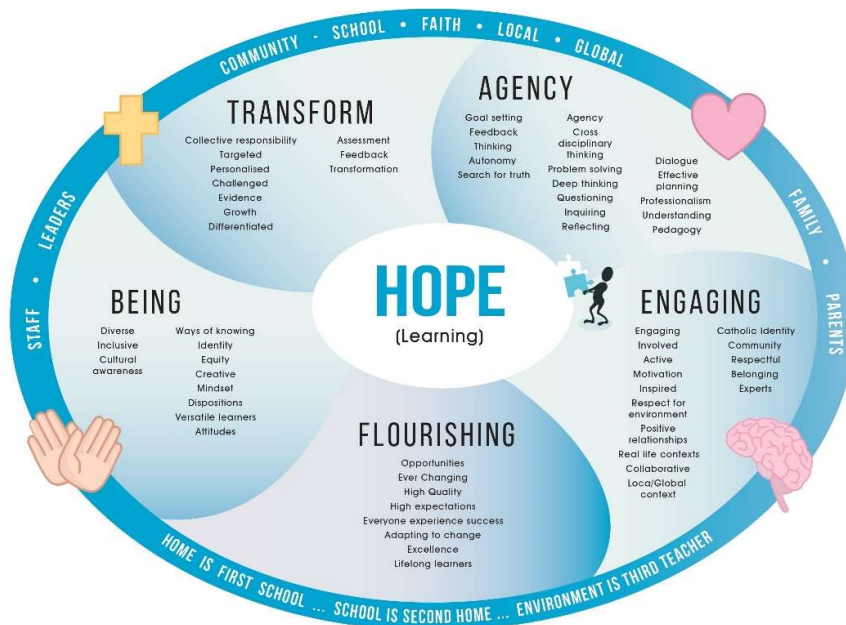
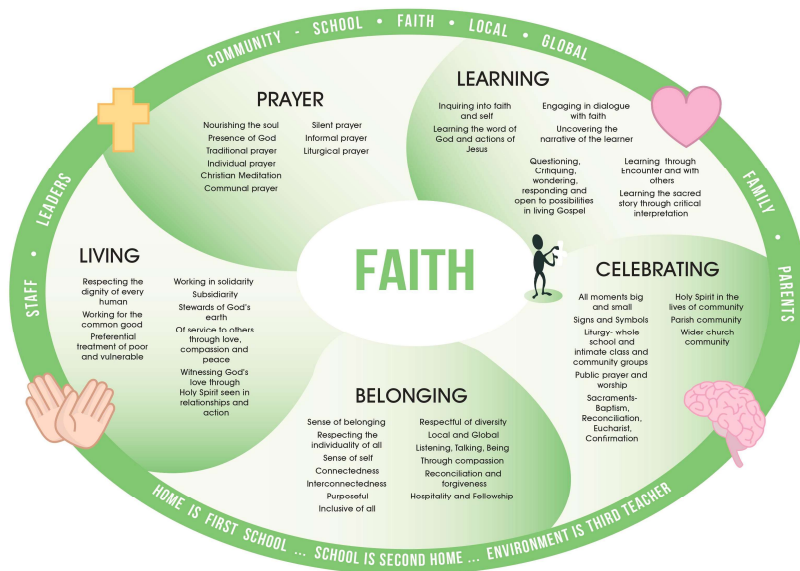
- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Through our curricular and extracurricular programs, St Mary's will prepare our children to become citizens who will preserve and shape democracy in the future. Democratic values will be taught explicitly in the curriculum and implicitly in the child's experience of the school, from classroom practice, and from what is taught to how it is taught.

Reporting

The Melbourne Archdiocese Catholic Schools (MACS) Board will ensure schools have published this Democratic Principles Statement through the Annual Report to the School Community and regular school review processes (at least once every four years).





2022 Important Information

| | |
|-------------------|----------------------------|
| 8:25am | Yard Supervision Commences |
| 8.30am | Classrooms open |
| 8:45am – 9:45am | Learning Block 1 |
| 9:45am - 10:45am | Learning Block 2 |
| 10:45am – 11:15am | Recess play |
| 11:15am – 12:15pm | Learning Block 3 |
| 12:15pm – 1:15pm | Learning Block 4 |
| 1:15pm – 1:30pm | Lunch Eating Time |
| 1:30pm – 2:10pm | Lunch Play |
| 2:10pm – 3:10pm | Learning Block 5 |
| 3:15pm | Students Dismissed |
| 3:25pm | Yard Supervision Concludes |

2022 Prep Times

| | |
|---|--|
| Days at school from 01/02 onwards till 3.15pm | All Mondays, Tuesdays, Thursdays & Fridays |
| Rest Days – All Wednesdays in February | 3 RD , 10 TH , 17 TH & 24 TH |
| Full School Week from | Monday 1 st March |












2022 Term Dates

| | |
|-------------|-------------------------------|
| Term 1 2022 | 28/01/2022 – 08/04/2022 |
| Term 2 2022 | 26/04/2022 – 24/06/2022 |
| Term 3 2022 | 11/07/2022 – 16/08/2022 |
| Term 4 2022 | 03/10/2022 – 16/01/2022 (TBC) |



Communication at St Mary's School

Communication at St Mary's School

| | Student Learning | Medical Needs, Permission forms | General school information | School news, dates & events |
|---------------------|---|---|--|---|
| Face to face | <ul style="list-style-type: none"> Meeting classroom teacher Meeting school leadership Student Conferences Parent Support Group Meetings Assemblies Student Diaries Parent advisory Council  | <p>If your child is unwell, injured or needs to go home:</p> <ul style="list-style-type: none"> Phone call from staff member <p>Medication for children:</p> <ul style="list-style-type: none"> Complete form with office staff. Ring office if child absent  |  <ul style="list-style-type: none"> Friday Morning Assemblies Parent Advisory Council Information sessions and expos Learning walks Focus group meeting with parents Community events- Family Fun Friday | |
| Digital | <p>All digital communication must be set up and facilitated by St. Joseph's school.</p>  <p>A learning App for:</p> <ul style="list-style-type: none"> Sharing student learning Parent Feedback of learning Teacher communication  <p>Home Learning Portal</p> <ul style="list-style-type: none"> Weekly home learning tasks Learning community information |  <p>Online tool for:</p> <ul style="list-style-type: none"> Sharing student medical needs Permission forms General notes |  <p>School Website for information about:</p> <ul style="list-style-type: none"> Learning School policies Community Links | <p>St Mary's School Newsletter</p>  <p>Weekly Newsletter for:</p> <ul style="list-style-type: none"> General Information Student Learning Upcoming Events Celebrations Community Links |
| Other | <ul style="list-style-type: none"> Bi-annual Individual student reports  |  <p>School Facebook page- only official school pages permitted administered by St. Mary's.</p> |  <p>School Notice boards</p> | |

You are welcome to contact your child's teacher via email, note in your child's diary or via the office for more information
 Student absence MUST be communicated via a phone call to the school by 8.30am on the day the child is absent stating the reason your child is absent.

At St Mary's Primary School we strive to ensure we have the highest communication standards within our community. We use a variety of platforms to ensure students, parents, guardians, staff and the wider community are aware of what is going on in our school. We firmly believe in the importance of working closely with all involved in a child's development. We see home as the first school, school as the second home and the environment as the third teacher, so clear, consistent and accessible communication is vital to achieve this.

- School based communication is via our digital Newsletter that is emailed out to all families.
- Learning based communication is via the online SeeSaw platform where students share their achievements with their families and teachers.
- Permission notes, general notes and medical information is shared via the online Operoo platform.
- School Website provides information and policies for the wider community and access to our Home Learning Portal.
- St Mary's Facebook page is our social media method of communication.

Attendance

At St Mary's Primary School we are committed to providing your child with an excellent education. The building blocks of a great education begins with all the students coming to school each and every day.

Regular school attendance is vital and missing school days can effect educational outcomes. A child absent for one day per fortnight will miss four full weeks of school by the end of the year. By the end of year 10 they will have missed more than one full year of school.

When an extended absence is planned in advance (e.g. a family holiday), you should obtain permission for that absence from the school principal. Such a request should be emailed to principal@smhastings.catholic.edu.au and once permission has been granted, that correspondence will be treated as a notification for the purpose of school records.

In the event of an absence, parents need to notify the school by 10am. This can be done by ringing the school and reporting the absence by leaving a message on the absent line.

If your child must miss school for an extended period, please speak to your classroom teacher as early as possible. There are things we can do together to ensure that they do not fall behind:

- Where necessary, find t what work your child need to do to keep up.
- Develop an absence learning plan with your child's teacher and ensure they complete the plan.

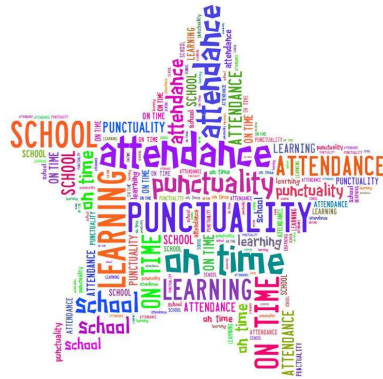
If you are having attendance issues with your child, please speak with your classroom teacher so that we may work together to get your child attending school every day.



Punctuality

Every child is expected to be on time every day. The music starts at 8:40am informing the children to enter the building as classrooms open at 8:45am. If your child is late they miss out on valuable learning time and is also a distraction to the rest of the group when they arrive. If your child is late, please send a note informing the teacher of the reason.

The school gates are locked by 8:55am. Children arriving after the gates have closed are required to collect a late card from the office and present it to their teacher. This informs the teacher that the late child has been indicated as present on the central register. Gates are locked until 3pm. If you need to enter the school, please enter via the front office where you will be required to sign in.



Leaving School During Class Time

No child is permitted to leave the school grounds (other than at home time) without parental permission. Should you desire that your child be allowed to leave at a time other than home time, please inform the school of your intentions via a note to your child's classroom teacher or a phone call to the school office.

When collecting your child please come to the office and your child will be called to the office and signed out.

Please note that children will only be released to named parent on their enrolment form. Any other arrangement please ring and notify the school.



Allowances

Conveyance Allowance

To be eligible to receive a conveyance allowance, a student must:

- Be ages between five years (by 30th April in the year that the allowance is sought) and 21 years.
- Live more than 4.8kms by the shortest practicable route from the nearest registered non-government school.
- Be enrolled at the nearest appropriate registered non-government school having regard to the following factors:
 - a) A student is ineligible for a conveyance allowance if there is a nearer school of the same denomination as the school attended.
 - b) A student can not claim a conveyance allowance if there is a nearer Catholic school than the Catholic school attended.

CSEF (Camps, Sports and Excursions Fund)

To be eligible for the fund, a parent or legal guardian of the student attending a registered government or non government Victorian primary school must:

- On the first day of Term 2, or:
- On the first day of Term 3:
 - a) Be a card holder of Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card Holder (HCC) or Pensioner Concession Card (PCC) holder.
 - b) Be a temporary foster parent, and:
 - c) Submit an application to the school by the due date.

Reminders will be sent home via our school newsletter.

Health Care Card Holders

All families that hold a valid Health Care Card will be entitled to a discount on their school fees. More details regarding this discount will be announced to families in Term 1.

Child Safety

At St Mary's, we take our responsibility to create a nurturing school environment where children and young people are respected, their voices heard and they are safe and feel safe. One of the strategies we are required to use as one was ensuring we achieve this goal is the sign in procedure at the front counter.

Between the hours of 9:00am and 3:00pm, anyone who wishes to enter the school beyond the office is required to sign in. This is a quick and easy process and ensures that we have a record of every person on the premises and the reason for their presence. This includes volunteers, visitors, tradespeople, teachers who are not staff, other professionals and clergy.

On July 1st 2017 it became law that any person who has direct contact with children in their role as a volunteer, such as attending excursions or helping out in the classroom, requires a valid Working With Children Check. If you need assistance apply for a card, please see the St Mary's Office staff.

Sickness

Sick children should not be sent to school. If a child is genuinely not well they are not going to learn well and are better off at home.

Infectious Diseases

| Disease | Students shall be excluded from school |
|---|--|
| Chicken Pox | Until fully recovered. |
| Head Lice | Only if condition is treated. |
| Impetigo (School Sores) | Until sores have fully healed. The child may be allowed to return to school provided that appropriate treatment is being applied and sores on exposed surfaces are properly covered. |
| Measles | For at least 7 days from appearance of the rash or until medical certificate of recovery is produced. |
| Mumps | Until fully recovered |
| Ringworm | Until appropriate treatment has commenced supported, when requested, by a medical certificate. |
| Rubella (German Measles) | Until appropriate treatment and at least 4 days from onset of rash. |
| Scabies | Until appropriate treatment has commenced supported, when requested, by a medical certificate. |
| Streptococcal Infections (Inc. Scarlet Fever) | Until a medical certificate of recovery is provided |
| Whooping Cough | For 4 weeks or until a medical certificate of recovery is produced. |





St. Mary's Catholic Primary School

Beleza Uniform Price List

Beleza School Uniforms 8/13 Eramosa Road West, Somerville

Phone: 5977 5277

| Code | Item Description | Logo Description | Item Colour | Sizes | Price |
|---------------------------------------|--|-----------------------------------|-------------------------|--------------------|---------|
| All-Year Round General Uniform | | | | | |
| JP349 SMH | Knitted Jumper | Full School Embroidery Logo | Royal/Gold-Blue Stripes | 4 - 22 | \$76.00 |
| BPS121SMH | Short Sleeve Polo Pique Top | Navy Full School Logo Print | Sky | 4 - 16 | \$21.00 |
| BPS122SMH | Long Sleeve Polo Pique Top | Navy Full School Logo Print | Sky | 4 - 16 | \$23.00 |
| VS63SMH | Polar Fleece Vest | Gold & Sky Full School Embroidery | Royal | 4 - 16 M, L, XL | \$32.00 |
| Boys Uniform | | | | | |
| SH146SMH | Surf Style Gaberdine Shorts | Grey 'S M S' Embroidery Logo | Melange Grey | 4 - 18 (24) | \$32.00 |
| BP147SMH | Surf Style Gaberdine Pants (with double knee up to size 10) | Grey 'S M S' Embroidery Logo | Melange Grey | 4 - 16 | \$35.00 |
| Girls Uniform | | | | | |
| BD553IMP | Summer Dress | N/A | Fabric Code: 8084 | 4 - 16 | \$36.00 |
| TUD345IMP | Winter Tunic | N/A | Melange Grey | 4 - 16 | \$41.00 |
| BP750SMH | ½ Elastic Back Pants | Grey 'S M S' Embroidery Logo | Melange Grey | 4 - 16 | \$41.00 |
| TIGHTS | Winter Tights | N/A | Grey | All Sizes | \$14.00 |
| Sports Uniform | | | | | |
| BPS121SMH | Short Sleeve Polo Pique Top | Royal Full School Logo Print | Gold | 4 - 16 | \$21.00 |
| BW107SMH | Super Fleece Crew Neck Windcheater | Gold Full School Logo Print | Royal | 4 - 16 | \$27.00 |
| SH430IMP | Heavy Cotton Shorts | N/A | Royal | 4 - 16 | \$21.00 |
| BP506IMP | Super Fleece Straight Leg Track Pants (with double knee up to size 10) | N/A | Royal | 4 - 16 | \$27.00 |

Available From the School **ONLY**.

Hats

\$12.00

School Bags

\$40.00

Beleza Store Opening Hours Mondays, Tuesdays, Wednesdays & Fridays 10am – 5pm

Saturdays 10am – 1pm

Layby/Eftpos/All major credit cards accepted (sorry no laybys during sales)

Join our **FREE** membership club and receive 5% discount (instore only)

Note: Prices are subject to change without notice

St. Mary's School Uniform

St. Mary's uniforms are available from Beleza School Uniforms 3/13 Eramosa
Road West Somerville

Phone: 59775277

| Boys Summer Uniform | Girls Summer Uniform |
|---|---|
| Grey shorts & blue shirt | Blue & white check dress with gold thread |
| Grey school socks (no ankle socks) | Grey shorts & blue shirt |
| Royal Blue school woollen jumper | White school socks (no ankle socks) |
| St Mary's school hat (Terms 1 & 4) | Royal Blue school woollen jumper |
| Black leather school shoes (no runners) | St Mary's school hat (Terms 1 & 4) |
| | Black leather school shoes (no runners) |
| Boys Winter Uniform | Girls Winter Uniform |
| Grey Pants | Grey Pinafore |
| Light blue school shirt | Grey Pants |
| Royal Blue school woollen jumper | Light blue school shirt |
| Royal blue vest | Royal Blue school woollen jumper |
| Grey school socks (no ankle socks) | Royal blue vest |
| Black leather school shoes (no runners) | Grey school socks (no ankle socks) |
| | Black leather school shoes (no runners) |
| Boys Sports Uniform | Girls Sports Uniform |
| Royal blue shorts | Royal blue shorts |
| Royal blue tracksuit pants | Royal blue tracksuit pants |
| Gold polo shirt | Gold polo shirt |
| White sports socks | White sports socks |
| Sports runner | Sports runner |
| St. Mary's School Hat (Terms 1 & 4) | St. Mary's School Hat (Terms 1 & 4) |

St. Mary's Hats with logo & St. Mary's School Bag with emblem are available for purchase at the school office only.

The wearing of a St. Mary's School Hat is compulsory in Terms 1 & 4. Wide brimmed hats are sold at the office. For safety reasons, watches, sleepers and studs are the only jewellery items allowed. It is preferable that children do not dye their hair. If hair must be dyed only natural hair colour is permitted.

Children's clothing and personal belongings should be clearly marked with the child's name.

2022 Important Dates

February

| | |
|------------------------|---|
| 10th | St Mary's Swim Carnival |
| 16th | Start of School Year Mass & Welcome Afternoon |
| | |

March

| | |
|------------------------|---------------------------------------|
| 1st | Shrove Tuesday & Burning of the Ashes |
| 2nd | Ash Wednesday |
| 14th | Labour Day Public Holiday |
| 15th | Prep Family Night |
| | |

April

| | |
|-----------------------|----------------------------|
| 6th | Holy Week Celebrations |
| | End of Term 1 |
| 7th | St Mary's Staff Conference |
| 8th | St Mary's Staff Conference |
| | |

May

| | |
|--|--------------------------------|
| 4th | Mother's Day Mass |
| 6th | Mother's Day Morning Tea |
| | Mother's Day Stall |
| 16th – 19th | St Mary's Scholastic Book Fair |
| 20th | Walk to School Day |
| | |

June

| | |
|------------------------|---------------------------------|
| 13th | Queen's Birthday Public Holiday |
| 24th | Term of Term 2 – 1pm Finish |
| | |



SCHEDULE OF FEES AND CHARGES – 2022

Per Family Charges

| | |
|---------------------|--------|
| Family School fee | \$1370 |
| Maintenance Levy | \$50 |
| School Capital Levy | \$40 |

Per Student Charges

| | |
|------------------------------|-------|
| Curriculum Levy | \$300 |
| Excursions / Incursions Levy | \$80 |
| Swimming Program | \$70 |

Specific Per Student Charges *(Applicable to year level)*

| | |
|---------------------|-------|
| Camp (Year 3 /4) | \$200 |
| Camp (Year 5/6) | \$275 |
| Senior (Gr6 jumper) | \$70 |

Specific per student levies are charged as per the cost of the program and vary only as the cost to provide these programs varies from year to year.

Discounts

- Families who settle their accounts by the February due date will be eligible for a 5% discount - \$70.00
- Parents with Health Care Cards – please refer to Concession Policy for 2022.

Family School Fee

Charged annually per family regardless of the number of siblings attending the school. This fee supplements the annual operational costs for both the recurrent and capital areas as per Federal and State funding guidelines.

Maintenance Levy

Charged annually per family. This levy supplements the annual maintenance costs for the school.

School Capital Levy

Charged annually per family. Funds are used for the purpose providing for the future capital development of the school.

Individual Student Levies

Amenities and Resources Levy

Charged annually, this levy is required to be paid in full by the end of February of each year. The composition of this levy is used for the purchasing of a wide range of resources and books, stationery, art and craft materials and other sundry items consumed by the children during the course of the year

Excursions/Incursions Levy

For students in all year levels, this levy includes transport and entry where applicable. School excursions are compulsory and refunds for non-attendance are not available.

Swimming Program

The swimming program forms an integral part of the educational curriculum and as such participation is compulsory.

Camp Levy

This levy applies to all students in Years 3, 4, 5 and 6. School camps form an integral part of the educational curriculum and as such attendance is compulsory. The Camp Levy shall be invoiced at the start of the school year.

Year 6 Jumper

Class of 2022 jumper and costs associated with this.

All fees and levies will be invoiced in February 2022. Fees are billed for the year. Flexible payment plans will be offered when families receive their invoice. Please note however that all payment plans must be calculated to ensure accounts are finalised by the end November, 2022.