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Mission Statement

School Motto: "Seek Truth Through Knowledge"

Preamble:
St Mary’s has been named in honour of Mary, the mother of Jesus. Mary was chosen because of her faith, unique life and strength of character. St Mary’s Parish School strives to deepen the understanding of living out each student’s vocation. As Mary’s life unfolded through the challenges that she faced, we too encourage students to embrace life’s challenges with the same strength of character Mary displayed.

Beliefs:
St Mary’s Parish School exists to introduce children to the life of Jesus Christ through a balance of:
➢ Academic progress
➢ Spiritual development
➢ Knowledge of self and respect for others
➢ Intellectual and physical growth

St Mary’s Parish School promotes a shared commitment to provide a safe, happy and inclusive environment. It requires a shared commitment by all concerned—the individual student, the family, the church and society.

St Mary’s School: A Brief History

St Mary’s is a systemic school, being responsible to the Bishop through the Director of the Toowoomba Catholic Education Office and St Mary’s Parish Priest.

In 1908, Sergeant Bergin of the Goondiwindi Police with the support of fellow Catholics wrote to Archbishop Dunne of Brisbane requesting a Convent in Goondiwindi.

St Mary’s school was opened in 1911 by the Sisters of Mercy. Originally it catered for both boarding and day students from Year 1 to Year 7.

The old school building was used until December 1952, when the brick hall and classroom block were opened. The original wooden school and church buildings are now located on private property at “South Gooray”.
In 1965, a High Top was added so that education could continue to Grade 10. This secondary department closed in 1972 and St Mary’s now remains as a primary school.

The Sisters of Mercy withdrew from the administration of the school in December 1983 and by 1987 St Mary’s saw its first totally lay staffed school.

A preschool was established for 1992 within refurbished classrooms. This Early Education Centre now provides for a smoother transition from home to Catholic school.

The upper school was refurbished in 2006, providing the children with an environment conducive to learning. The completion of the project also ensured all children had air conditioned and heated classrooms and an undercover area.

In 2006, the Administration Block and Library were refurbished, providing a work area relevant to the needs of today. The front of the school was rendered, the Mercy block veranda was refurbished, tuckshop externals refurbished and painting occurred in keeping with other school facilities.

In 2007 Preschool ceased to exist and Prep commenced.

In 2009 we saw the completion of 6 new classrooms, Bethany, and toilet block facilities to cater for the increased student numbers.

2010/2011 saw the completion of the Centenary Centre, New Library, Tuckshop and Multi-purpose Centre through the BER-Better Educational Revolution a Federal Government Program. 2011 also saw the refurbishment of the Administration Building as part of a State funded grant.
St Mary's Parish School Board

St Mary's Parish Primary School Board was formed in July 1989. The primary function of the board is to provide advice and voice opinion on any given topic as to allow the Parish Priest and School Principal to make a well informed decision about the future of St Marys Primary School.

The board's key areas of responsibility encompass advising on:

- Policy making
- Provision and maintenance of school buildings
- Budgeting
- Communication

With the advent of a School Board we have commenced to formulate policies which reflect our Gospel values, through the collective wisdom of the faith community.

All parents are encouraged to understand the philosophy behind our board. It becomes the Principals responsibility to in-service the Board on their role each year and to in-service parents about the role of the Board at P & F Meetings.

The School Board does not duplicate the functions, but works in consultation with the Parents and Friends Association and the Parish Community.

St Mary's School: Parents and Friends Association

This Association was formed on September 28, 1969 with its main charter which is to fundraise and to welcome new families into the school community through social events. The association is an integral part of the school community representing all parents of the school. The P & F aim to:

- Strive to develop in our school a real community of parents, teachers and students in conjunction with the School Board, Principal and Priest, which reflects a truly Christian ethos.
- Create a healthy forum for ideas to be discussed about fundraising that will benefit the education of the children or school community.
- Provide educational resources which are considered necessary for the children or to assist the teachers in their professional work.
All parents are expected to attend Parents and Friends association meetings and functions and join with the rest of the parent community to provide a friendly and welcoming environment for all.

**Federation of Parents and Friends Associations Qld**

The Federation of Parents and Friends Associations of Catholic Schools, Queensland is inclusive of all parents with children in Catholic schools. Each school has a Parents and Friends Association which represents and acts for the school community in all matters of a local nature. The school Parents and Friends Association is eligible to send two delegates along with observers to the Diocesan Parents and Friends Council meetings. The State Committee is simply two representatives from each Diocese (and the Archdiocese). The Federation sends two delegates to the Executive of the Australian Parents Council.

**St Mary's School Tuckshop**

This facility is open from Monday to Friday for the purchase of morning tea and lunches. The tuckshop is staffed on a voluntary basis and coordinated by a convener. The tuckshop is directly accountable to the P & F as the overall body, and has a paid Convenor and an assistant.

In 2011, a new way of ordering your Child’s lunch has been introduced. This is an Online System. The Online System has provided an alternate ordering option to the Brown Paper Bag System. The online ordering system can be accessed through [www.flexischools.com.au](http://www.flexischools.com.au)

Parents are asked to co-operate with the following morning tea and lunch order procedure when using the Brown Bag System:

- Please clearly mark either 1st or 2nd Break, your child's name, class and lunch order should be written on a paper bag. Use a separate bag for each break.
- The correct money for the lunch is to be placed in the bag or a Payment Envelope (change will be returned with the order if required).
- If your child has any food allergies, please make the Tuckshop aware of this.
BAGS ARE TO BE PLACED IN THE BASKET AT THE TUCKSHOP BEFORE SCHOOL BEGINS. Tuckshop prices will be circulated early in the school year with subsequent changes appearing in LINKS. All financial profits from the tuckshop are directed towards the needs and priorities of the school and the internal workings of the tuckshop.

We thank the parents and friends of the school who generously assist with the day-to-day operation of the tuckshop. In accordance with Workplace Health and Safety procedures, parents are reminded that school students and younger siblings are not permitted inside the tuckshop.

In 2006 St Mary’s tuckshop fell in line with State legislation relating to healthy eating and have provided a menu accordingly.

School Building Fund

Accompanying your school fees will be an account for the School Building Fund. The Fund provides finances to repay loans taken out for capital works and major maintenance works.

Your financial assistance will be very much appreciated and will benefit your children. This is a compulsory levy and must be budgeted for by every family.

Parish/School Levy

A small levy is applied to parent’s fees to pay for events that involve both School and Parish. The Parish Community also contribute to this fund.

School Income

St Mary’s School has four main sources of funding, each is separate and targeted for expenditure in specific areas.

1. State and Federal Government Recurrent Grants:

These grants are paid on a per capita basis directly to the Toowoomba Catholic Education Office. The Catholic Education Office then has the responsibility of dispersing these funds to the schools in accordance with State and Federal Government Guidelines and Regulations. These funds are available to pay the salary of all teaching staff and Prep aides. Further to this the Catholic Education Office is able to take a small percentage of the total funds for administration purposes.
2. School Fees:
Fees are collected from all families and are paid directly into the school account. An annual budget is presented to the School Board for expenditure of these funds. The Board is an advisory body in all financial matters. The Parish Finance Committee has ultimate responsibilities in the financial management of the school. The Parish Priest and the Principal will call upon the board and seek their advice as to the school financial budget.

- Our school budget represents the fees paid by parents to educate their children. The school collects fees, of which almost half is accounted for in the wages of ancillary staff. The remainder is expended on the following items: Stationery; relief teacher wages, sporting equipment, instrument service costs, photocopier requisites; library; art & craft materials; cleaning and maintenance requisites; electricity; rates; insurance; telephone; in-service costs, and other miscellaneous expenses.

- With Board support the school users a collection agency for families who have not responded in any way to the school with requests to settle accounts.

- No student is permitted to attend a school camp unless their school fee accounts are in order.

3. Fundraising by P & F, Tuckshop and other approved bodies:
These funds are allocated in accordance with the priorities contained in the School Development Plan and any emergencies that may arise. These funds are one way the school can provide resources, such as playground and sports equipment, reading materials, science and mathematics equipment, major grounds improvement and much more.

4. P and F Levy
Is collected on behalf of the school P and F. The money collected is passed onto the P and F at the end of every term.

5. School Building Fund:
The school borrows money from the Diocesan Development Fund for major capital works with such borrowings being repaid via the School Building Fund. All monies submitted to the school for the Building Fund are deposited into a separate account and are transferred quarterly to the DDF.
Special Needs Committee

The school has a Special Needs Committee for the purpose of considering the needs of students within the school. This committee is reviewed annually, and is composed of the following: School Principal, APRE, Learning Support Teacher, teacher of child being reviewed and any relevant person with expertise that is applicable to the case being considered, Catholic Education representative (if appropriate).

This committee will also perform the duties of the Enrolment Review Committee. Teachers that feel they need professional support and advice about a student are required to fill out a Special Needs form and identify the behaviours noted. The committee offer advice and these recommendations are implemented by the teacher.

School Hours

1st Duty begins 8:20am

Earlier arrivals are NOT supervised and the school strongly discourages this behaviour.

School Begins 8:35am

First Break 10:45 am - 11:15 am

Second Break 12:45 pm - 1:30 pm

School Ends 3pm

Absence from School

If your child is absent from school please notify the school as soon as possible via the ABSENTEE HOTLINE Number 07 46712063. This courtesy will also ensure that your child has arrived at school safely, and has not been delayed due to an accident etc. When your child returns to school after an absence please send a note explaining the absence for the school records.

Extended or repeated absences will be reported to the Principal and may require that the reason for absence be supported by a certificate from a medical practitioner.
**Supervision**

Parents should note that:

Children are not permitted to play contact sports except when supervised by teachers:

- Teachers are rostered for playground duty during all break periods and until last bus departs each day.
- Supervision will be provided for students at the school from 8:20am to 3:00pm. Bus students will be supervised until the last bus leaves.
- Children should not be at school before 8:20am. However, in some instances (children arriving on early buses), this is not possible. In such cases, children are asked to remain seated in the undercover area until 8:20am when the teacher begins duty. No teacher, no play.

**Emergency Closure of School**

In the event of heavy storms, resulting in flooding of parts of the Goondiwindi District or other unforeseen circumstances, an announcement of the closure of the school or the early closing of school will be broadcast over the local radio station. Parents have a responsibility under these circumstances to facilitate getting children home. The office cannot always contact every family when numbers of children have to be loaded on buses in the very limited time available in such an emergency. Your co-operation is vital under these circumstances.

**Administration of Medication to Students during School Hours**

Should your son or daughter be prescribed medication by their Doctor to be taken while at school, the Toowoomba Catholic Education Office regulations with respect to this matter are as follows:

- The parents or guardian must in the first instance make a request to the Front office (First Aid Officers) of the school.
- The student’s medication, with the pharmacist’s written instruction on the container must be lodged to the school for security purposes.
- Administering of that medication will be carried out by our two First Aid Officers in the front office.
Head Lice

Head lice continue to cause concern and frustration for some parents, teachers and children. This school policy is intended to outline roles, responsibilities and expectations of the school community to assist with treating and controlling head lice in a consistent and coordinated manner. Whilst parents have the primary responsibility for the detection and treatment of head lice our school community will work in a cooperative and collaborative manner to assist all families to manage head lice effectively.

Parents will:

- Children’s hair will be checked for head lice on a regular basis, at home, using the recommended conditioner/combing detection method
- That your child does not attend school with untreated head lice (in accordance with Health Infectious Diseases Regulations 2001)
- Regularly inspect all household members and then treat them if necessary
- Parents/carers will notify the school if their child is found to have live lice and advise when appropriate treatment was commenced
- Children with long hair will attend school with hair tied back
- Use only safe and recommended practices to treat head lice
- Notify the parents or carers of your child’s friends so they have an early opportunity to detect and treat their children if necessary
- Maintain a sympathetic attitude and avoid stigmatising/blaming families who are experiencing difficulty with control measures
- Act responsibly and respectfully when dealing with members of the school and broader community especially around issues of head lice

School will:

- Distribute up to date and accurate information on the detection, treatment and control of head lice to parents and staff at the beginning of the year or more frequently if required
- Include information about head lice management in orientation and transition programs for new families/staff attending the school;
- Include information and updates in school newsletters
- Include annual head lice updates for staff in-service programs
- Provide practical advice and maintain a sympathetic attitude and avoid stigmatising/blaming families who are experiencing difficulty with control measures
• Access community educational resources and support, such as primary school nurses, community health centres and local government
• Abide by the recommendations of the School Exclusion Policy of the Health (Infectious Diseases) Regulations 2001 in that the responsibility to exclude a child from the school rests with the principal or person in charge, and
• Only exclude children from school with live insects
• Accept the advice of parents that appropriate treatment has commenced
• Encourage children to learn about head lice so as to help remove any stigma or ‘bullying’ associated with the issue
• Review the head lice policy annually and seek endorsement from the School Council/community
• Continue to seek opportunities to increase our collective understanding of and response to managing head lice
• Only inspect the heads of children whose parents have given prior consent
• Respect the wishes of parents/families who elect not to participate in a school head lice check
• Include teachers and school staff in inspection

Health Wise Policy

Rationale:
St Mary’s Primary School believes the responsibility for the health of the students is shared between the school and the parents. The view of this policy supports and adheres to Diocesan Policy requirements and recommendations. It is expected that the parent and child accept primary responsibility of their child’s health and safety and individuals with medical conditions, whilst attending St. Mary’s Parish Primary School. The school has an obligation to provide for the health and safety of students and staff. We also provide ongoing education about health related issues such as contagious disease, anaphylactic or allergic reactions, and other illnesses such as diabetes, epilepsy and leukemia. We expect the parent and child to accept primary responsibility of their child’s health and safety and individuals with medical conditions.

Our policy is adopted from other relevant legislation and regulations such as the Public Health Act, Public health Regulation 2005 and Workplace Health and Safety Act 1995.
Our policies are supported by procedures for
- Infectious disease
- Anaphylactic and allergic reactions
- Other illnesses and treatments e.g. Diabetes, Epilepsy, Leukemia, Muscular Dystrophy & Chemotherapy.
- Solar Policy
- Accident Policy
- Head lice
- School sores

Infectious Disease

Although there are many medical conditions that are contagious our period of exclusion from school will only apply to the specific conditions prescribed under the Public Health Regulation 2005. At the time of publication the proposed prescribed conditions included;

- Diphtheria
- Enterovirus 71 (EV71)
- Gastroenteritis outbreaks
- Haemophilus influenza type B (Hib) infection
- Hepatitis A infection
- Measles
- Meningococcal infection
- Pertussis (whooping cough)
- Poliomyelitis
- Rubella
- Typhoid paratyphoid
- Untreated Tuberculosis
- Varicella (Chicken Pox)

The list of prescribed conditions may change from time to time according to the Public Health Regulation and we defer to Queensland Health in these matters.

Policy Statement:

St Mary’s School aims to:

- Provide ongoing education that promotes personal responsibility for infection control.
- Provide environments that support infection control.
- Create an awareness of these health issues.
- Encourage adults in the school community to be health smart.
**Visitor Sign in**

All visitors to the school, including parents for reading groups or class activities, must report to the office and sign in the school’s visitors book. This book will be used in the event of a fire evacuation or lock down. Visitors to the school must wear the Visitors Badge provided.

**Newsletters**

The school newsletter, ‘Links’ is sent home via email each Wednesday and is also available on the school website [www.goondiwindi.catholic.edu.au](http://www.goondiwindi.catholic.edu.au)

Important information is communicated to parents through ‘Links’. If parents have any other queries they are encouraged to contact their child’s relevant teacher. It is important that teachers also read ‘Links’ each week to ensure they are aware of all school activities.

Classroom newsletters will also be distributed either electronically or in paper format.

**Road Safety**

Parents must collect their children from the undercover area or Prep at the end of each school day. No child will be permitted to cross the road to meet a parent. If a child is to return to school after they have been picked up, they must be accompanied by a parent. Parents are reminded that if children walk to school and have to cross McLean St that they must use the supervised crossing provided for their safety.

Bicycles and scooters are an efficient mode of transporting your child to school. Your child must wear a safety helmet when riding and be adequately prepared for riding in traffic. Riding of bicycles and scooters on school grounds or footpaths is not permitted.

**Cars on School Grounds**

General parking is not permitted on the school grounds. If from time to time cars need to load or unload goods and equipment from the school or parish, drivers are requested to ensure this takes place before 8:00am or after 3:30pm. Vehicles are not permitted on the school grounds during school hours unless authorised by School Principal. When vehicles do need to come onto the grounds, entrance is via the Callandoon St gate. Only under exceptional circumstances is there to be a vehicle on the grounds between 8:00am and 3:30pm.
**School Phone**

The school phone is NOT for general use by the children. Student mobile phones and iPods MUST be handed in at the School Office at the beginning of the day and collected at 3:00pm. No child is permitted to use a phone without Principal permission.

**School Rules (See Appendix One)**

1. **Personal Appearance**
   - Jewellery, with the exception of watches, and studs or sleepers for pierced ears, (one in each ear) is not to be worn with the school uniform.
   - Nail polish is not allowed.
   - Long hair should be tied back.
   - Boys are not permitted to wear earrings.
   - No other jewellery unless it is of a religious nature.
   - Any child with shoulder length hair (boy or girl) must be pulled back in a ponytail to limit exposure to head lice.

2. **Before School Procedure**
   - Children are expected to arrive at school between 8:20am and 8:35am.
   - However, in some instances (children arriving on early buses), this is not possible. In such cases, children are asked to remain seated in the undercover area until 8:20am when the teacher is on duty.
   - Prep students are to arrive directly at the Prep classrooms after 8:20am.
   - Children must proceed directly to school and must not leave the school grounds between 8:30am and 3:00pm without permission of the Principal or delegate.
   - No equipment for games is to be used before school.
3. **First Break**
   - Upon release from class, children are to proceed directly to their lunch area.
   - Specified sports equipment is permitted at this time.
   - Children are expected to be seated in their lunch area.
   - Prep students will remain under the direction of the teaching staff.
   - Children remain in lunch area until dismissed by the duty teacher.

4. **Second Break**
   - Upon release from class, children are to move directly to their lunch area.
   - Children remain in lunch area until dismissed by the teacher on duty.
   - Specified sports equipment is permitted at this time.

5. **Tuckshop**
   - Good manners and obedience are to be shown to tuckshop helpers at all times.
   - Children may go to tuckshop when given permission by the teacher.
   - Children must not go inside tuckshop at any time.

6. **Rainy Days**
   - There will be no outside play at lunch time on wet days. Children and teachers remain in class or the Sport Centre. Teachers share duty responsibilities with their partner teacher.

7. **Out of Bounds Areas**
   - A child is considered out-of-bounds if they can NOT see the teacher on duty.

8. **After School**
   - Bicycles and scooters are not to be ridden on the school grounds or on the footpaths.
   - Bikes should be placed in racks and removed only by their owners.
   - Children must leave school in full uniform (including shoes).
   - Children should go directly home.
   - Children should not remain on the school grounds after 3:00pm unless directed by a teacher.
9. Buses

- A Bus Bag Tag System is available for students in Prep to Year 2. Please see the School Office.
- Children line up in bus lines and do not board buses until told to do so by the teacher on duty.
- Children must obey the driver's instructions at all times.
- Children are to behave courteously to others on the bus.
- Children should wait at the bus stop after disembarking until the bus has left and the road is clear.
- Children should be aware of and abide by all bus rules.
- Once the child leaves the school grounds, that child becomes the full responsibility of the bus driver. Any issues arising from the journey to or from home are to be directed towards the bus driver. The school has no jurisdiction over the bus ride.

10. Sports Equipment

- No equipment is to be used before school however selected items are available at First Break and Second Break.
- Senior students will issue equipment.
- Equipment will be collected from and returned to the sports room by those children who have borrowed it.

11. General Rules

- Electronic games, mobile phones and walkmans are banned from school.
- Skateboards, skates or scooters are not allowed at school.
- Any toy brought from home will be confiscated.
- Children must keep away from the staff room unless sent there by a teacher on duty.
Behaviour

Behaviour Expectations

St Mary’s has implemented Assertive Discipline throughout the school. Children are expected to be well behaved and courteous at all times. Children should show respect to their peers and to all adults who have contact with them during the school day. Children should be able to follow directions.

All the staff at St Mary’s work from the following school rules:-

St Mary’s School Rules
1) Follow directions
2) Keep hands feet and other objects to yourself
3) Respect other people and property
4) Wear your uniform correctly and with pride

St Mary’s School Consequences

- 1) Warning
- 2) Time out one
- 3) Time out two
- 4) Detention during Play break in the Reflection Room

Severe Clause
Detention during Play break
Send to principal
Phone parents

You Can Do It Program

The focus of the You Can Do It Program is building social, emotional, and motivational capacity of young people rather than on their problems and deficits. It encourages prevention, promotion, and intervention efforts (school, home and community) in order to build the social and emotional strengths of young people.

St Mary’s staff will teach, encourage, model and reward student behaviours based on The 5 Keys; Confidence, Resilience, Persistence, Getting Along and Organisation. Students are acknowledged and supported for demonstrating positive behaviours, any of the 5 Keys.

Teachers acknowledge and award ‘keys’ or ‘tickets’ when students demonstrate any of the 5 Keys. These tickets are placed into a classroom You Can Do It raffle box. Each week on Assembly 4 tickets are drawn from the box and students are rewarded from the prize box.
When a student receives a ‘key’ of ‘ticket’ or is acknowledged for their behaviour within the 5 Keys, the student records this progression on their individual Tracker.

1st completed tracker = Bronze Certificate
2nd completed tracker= Silver Certificate
3rd completed tracker= Gold Certificate

**White Poor Choice Cards**

At St Mary’s Parish Primary School all students have consequences for poor choices. These are Poor Choice Cards. When a student has clear expectations and makes a poor choice, they are given a verbal reminder/warning. If they choose to ignore this reminder and makes an inappropriate behaviour choice they are given a poor choice card.

At the beginning of Term 1 and Term 3 each student will be cleared of any White Cards they may have accumulated within Semester 1 and Semester 2.

**What Warrants A Poor Choice Card?**

- Not following School Rules
- Disrespecting staff and other students (speaking inappropriately, not listening to Teachers, argumentative behaviours towards staff and students)
- Poor Attitude
- Disrupting Classroom and peers
- Name calling of peers
- Lateness to class
- Lying to Teacher
- Misuse of sporting/school equipment
- Defiance

**Poor Choice Card Procedure**

(see School flowchart – Appendix One)

1. Verbal warning/reminder to student
2. White Poor Choice Card (recorded by Classroom Teacher).
3. White Poor Choice Card (recorded by Classroom Teacher).
4. 3rd White Poor Choice Card is Detention 1 (recorded by Classroom Teacher).
THREE (3) WHITE POOR CHOICE CARDS = DETENTION/ REFLECTION 1
When a student receives a third white card, they must see the Principal immediately with a DETENTION REFERRAL FORM completed by the classroom teacher.

The Principal will speak to the student and sign the form.
The student will give the DETENTION REFERRAL FORM to Detention Teacher.

SIX (6) WHITE POOR CHOICE CARDS= DETENTION/ REFLECTION 2
Student will attend a second detention. They are also not permitted to represent the school at camps, excursions, sporting events etc.

DAY OF DETENTION/ REFLECTION
Student will have 1st break like normal.
2nd break play student will go to Reflection Room.
Student will complete detailed cause and effect reflection of their behaviour (to be signed by Paul when completed, sent home for parent’s signature, returned to school then filed).

NINE (9) WHITE POOR CHOICE CARDS or an IMMEDIATE INTERNAL SUSPENSION BEHAVIOIR (Red Card) = INTERNAL SUSPENSION
If a student receives a 9th white card in a semester, or has demonstrated an Immediate Internal Suspension Behaviour the student is sent directly to Principal with a red card.
Student remains in office under Principal’s supervision.
Principal to arrange a meeting with student and parents to discuss student’s behaviour

INTERNAL SUSPENSION
If a student has been given 9 white cards, resulting in the 3rd detention, this will be an INTERNAL SUSPENSION.

The length in days of internal suspension will be case specific (decided by Behavioural Committee and Principal). The student will have no play breaks and complete set work by classroom teacher in the office.
The student will not be permitted to represent the school (camps, excursions, sporting events etc.)
After formal meeting, student is able to resume classroom activities and school privileges within the current semester.
IMMEDIATE INTERNAL SUSPENSION BEHAVIOUR (Red Card)

A student may also be given an Immediate Internal Suspension for the following behaviour;

• Physical Violence towards other students and staff
• Abusive/ Offensive language towards students and staff
• Threatening Behaviour
• Theft/ Vandalism / Graffiti
• A total disregard of St Mary’s Christian Ethos

EXTERNAL SUSPENSION

In extreme circumstances a student may be externally suspended for a period of time at the Principal’s discretion with the support of Toowoomba Catholic Education Office.

Dealing with Bullies

Bullies are a part of every society. They exist in schools and communities everywhere and are not bound by age, sex or upbringing.

The children are given the opportunity to discuss bully type behaviours and the behaviours displayed by victims. We aim to empower the children to make the choice between being bullied (being a victim) or standing up for themselves in a non violent way. To do this we give the children a course of action to follow.

At St Mary’s School everyone has the right to learn and the right to be safe.

If you are being bullied.

1. Ignore them. Walk away
2. Look them in the eye and say: “Stop! I don’t like what you are doing.”
3. Speak to the teacher and explain exactly what was happening.

Church Etiquette

St Mary’s students will...

Entering the church

• bless themselves by making the sign of the Cross with Holy Water.
• genuflect towards the altar before entering the pew.
• say a quiet prayer on knees once they have entered the pew.
• sit quietly and not talk once the prayer has been completed.
During the mass

- kneel, sit and stand with impeccable manners.
- bow at the altar before commencing a reading, responsorial psalm etc.
- sing appropriately with enjoyment within the boundaries of behaviour.
- receive the Eucharist only if they have completed their first communion and confirmation.
- consume the Eucharist immediately.
- receive the wine, only if they are reverent in their actions.
- receive a blessing from Father Michael if they have not completed their first communion and confirmation. (arms folded over chest to indicate this.)

Departing the church

- sit quietly and wait for their teacher to ask them to stand and forward out.

School Camps

Camps have been included as part of the Year 1, 3, 5 and 6 Curriculum, at the request of the parent body.

Camps give students the opportunity to make their own decision and organise themselves away from parents guiding hands. Students are allowed to develop their own sense of self and their place on the world.

- Parent involvement is by invitation only.
- If parents are required to attend because of their child’s educational needs (i.e. the child is on an IEP and attracts funding) teachers will approach parents individually, after discussions at a Special Needs Committee meeting.
- The focus is education, along with fun and games with qualified staff.
- A medical certificate would be required to explain a non-attendance at camp for any child.
- Camps also prepare students for the separation from parents which becomes necessary as the students progress through the grades.
Parents recognise the need for some separation under strict school rules and regulations as necessary for normal social development for their child. We provide the camp for this to occur.

St Mary’s School Policy (Appendix Two) dictates that school fees must be in order before a student can experience a school camp or indeed any extra-curricular activity.

School Uniform—No Company Logo’s on any items

Summer - Terms 1 and 4

Girls
- Blue white grey check dress with ‘tie’
- Navy socks
- Black leather lace up shoes, T bar shoes, black leather or brown school sandals – no boots
- Blue school hat with a broad brim
- Navy hair ribbon (optional)
- Ruggers worn under summer dress are not permitted.

Boys
- Light blue shirt
- Grey shorts
- Grey socks
- Black leather lace up shoes, black leather joggers or brown school sandals – no boots
- Blue school hat with a broad brim

Winter - Terms 2 and 3

Girls
- Grey blue check pinafore or navy blue slacks
- Light blue blouse or light blue skivvy
- Navy tights or socks
- Black leather lace up shoes, T bar shoes, black leather joggers or brown school sandals – no boots
- Navy sloppy-jo with badge
- Blue and white spray jacket (optional) with the school name embroidered on the front
- Navy hair ribbon (optional)
Boys

- As for summer, plus: long grey trousers and long sleeve blue shirt may be worn. Please note that full winter uniform (long grey trousers and long sleeve blue shirt will be required to be worn on special occasions.)
- Navy sloppy-jo with badge
- Blue and white spray jacket (optional) with the school name embroidered on the front

Sports Uniform

Girls
- Navy netball pleated skirt or navy shorts/shorts
  NB: Girls are expected to wear a netball skirt when playing in representative games
- Light blue collared shirt with school emblem (to be worn on sports days)
- Coloured house collared shirt (to be worn on Fridays)
- Navy gym pants
- Short white socks (not anklets / no markings, stripes, symbols)
- Predominantly white sandshoes
- Long navy blue track pant
- Blue and white spray jacket (optional) with the school name embroidered on the front
- Navy hair ribbon (optional)

Boys
- Navy school shorts
- Light blue collared shirt with school emblem
- Predominantly white sandshoes
- Short white socks (not anklets / no markings, stripes, symbols)
- Long navy blue track pant
- Blue and white spray jacket (optional) with the school name embroidered on the front

Note:
1) Wearing the proper school uniform is a condition of enrolment. It is the parents’ responsibility to check and ensure that their children are properly dressed before leaving for school each morning. Slight variations to uniform without the consent of the School Principal will also be confiscated.
2) Hats with a minimum of an 8cm brim are compulsory all year. We are a Solar Smart School and must adhere to those regulations. Children who do not have a hat, cannot play in the open and are confined to shaded areas. Parents should be aware of the danger skin cancer presents in our Queensland climate - the highest incidence of this disease per head of population in the world exists in this state.

3) Exemption from uniform is granted on non-uniform days, usually held for the Missions or for some other excursions or activities when the uniform is not appropriate. In these cases, parents will be advised through ‘Links’. Broad brimmed hats NOT CAPS are a requirement on these days.

4) Sports uniform should be worn only on the days required. This information comes through ‘Links’. Allowances are also made for representative teams while practising. Track pants should not be worn in conjunction with the day uniform.

5) Sandshoes are not acceptable for wearing with the day uniform.

6) A reasonable standard of neatness and personal hygiene is expected at all times.

7) Shirts must be tucked in at all times, and shoes must be polished.

8) Hair must be tidy and of a conventional style. Long hair should be tied back with a blue ribbon or scrunchie.

ALL ARTICLES OF CLOTHING SHOULD BE CLEARLY NAMED

Lost Property

Parents should encourage children to check the Schools Lost Property Cupboard which is located near the Undercover Area when items have been lost. At the end of each term any unmarked clothing that is unclaimed at the office is donated to St Mary’s Op-Shop.

Any item left on school grounds by a student after 1:30pm will result in a detention of one play session the next school day.

Your child’s clothes and other property will not be given away if you clearly mark them.
School Curriculum

St Mary's bases its curriculum upon the Queensland Prep to Year 10 syllabi, which are designed to promote continuity in children's learning experiences, teaching and assessment.

In 2012, the National curriculum was introduced with Maths, English and Science the focus for 2012. Geography and History will follow in 2013.

Religious Education

Parents should be aware that the Bishop is responsible for the publishing of Religious Education Guidelines to be followed in our Catholic School. St Mary's Religious Education Program is based upon the “Religious Education for Catholic Schools: Syllabus Statement and Profile.”

In sequential programming through each year level the following strands are covered:

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Beliefs

• human existence
• understanding God
• the mystery of Christ
• Church/Kingdom

Morality

• foundations
• moral life
• social teachings of the Church

Each teacher works co-operatively, and in consultation with the APRE they plan each year’s work in such a way that it is both definite and flexible and forecasts each semester’s work.

Personal Development

Our children are faced with a rapidly changing world, vastly different from the one with which we as adults are familiar. We want to provide learning experiences for our children so that they may be equipped to make responsible decisions for their future happiness as Christian adults. The Personal Development program provides learning experiences aimed at educating the whole person.
St Mary’s, as a systemic school of the Toowoomba Catholic Education Office, uses as a guide the Health and PE Curriculum Guidelines and programs available from the Catholic Resource Centre in Toowoomba.

The program is monitored and evaluated continually to meet the needs of children and to complement the role of the parents as the first educators of their children.

**Parish Sacramental Program**

St Mary’s Parish invites parents of children in their third year of schooling or upwards to participate in the Sacramental Program for Reconciliation and those in their fourth year of schooling or upwards in the Sacramental Program for Confirmation and First Communion. The Program is facilitated by the Parish Sacramental Team.

The program follows the Toowoomba Diocesan Policy on “Children and the Sacraments: Confirmation, Eucharist and Penance”: It is the parent’s right and responsibility to determine the readiness and maturity of their child for the reception of these Sacraments. Guidance is available from the Sacramental Team in making this decision. The programs are parish and family based, involving group sessions for the preparation of the sacraments.


**School Prayer**

**Lord Jesus,**

Give us thankful hearts and keep us from complaining in our home and school. Help us to fit in with each other, keep us cheerful when things go wrong and our plans are upset. May we grow in love and understanding of God and one another, Amen.
**English**

In 2012, St Mary’s implemented the new National English Curriculum. The curriculum is designed to develop children’s ability to comprehend and compose spoken and written English - fluently, appropriately and effectively.

The teaching of English is based on the demonstrated needs of each student. Literacy teaching and learning endeavours to integrate all three threads of the Australian Curriculum - Literacy, language and Literature - across as many curriculum areas as possible. In this way, students learn to use English in meaningful contexts. Studies in English will provide opportunities to develop an enjoyment of and an appreciation of English.

Simply, we look at teaching language in the context of a theme of work which can be integrated with a range of other subjects. This ensures greater purpose in reading, writing, speaking and listening activities and provides a program of inclusion for both the talented and child experiencing difficulties.

English programs are adjusted in accordance with the 3, 5 & 7 test results from the previous year and Whole School Testing results. This ensures that our programs meet the needs of our students specifically.

**Mathematics**

St Mary's School utilises the Mathematics Program based upon the National Curriculum.

The program focuses on the nature and application of mathematics in the world around us. It aims to develop in students a broad range of mathematical processes including general thinking and problem solving.

Emphasis is focused on competency in basic mathematical operations using practical materials. Each student will develop skills, attitudes and understandings of Mathematics that will enable them to cope effectively in society. Practical experiences which involve the use of concrete materials are used to enable pupils to grasp these principles. This is often achieved through a problem-solving approach.

Mathematics programs are adjusted in accordance with the 3, 5 & 7 NAPLAN tests and Whole School Testing results. This ensures that our programs meet the needs of our students specifically.
History
St Mary’s aligns its History program with the National History Curriculum.

This subject is designed to develop students’ capacities and attitudes to be active and informed citizens, to understand the forces that shape societies, and to use transferable concepts and skills associated with the process of historical inquiry.

Geography
St Mary’s Geography units reflect the objectives outlined in the National Geography Curriculum.

This subject allows students to integrate knowledge from the natural sciences and humanities to build a holistic understanding of the world. Students will learn to question why the world is the way it is, reflect on their relationships with and responsibilities for that world and actively participate in shaping a socially just and sustainable future.

Students will explore, analyse and apply the concepts of space, place, environment, interconnection, sustainability, scale and change.

Science
Science units mirror the National Science Curriculum. Through the Science curriculum, students are encouraged to construct their understanding of the world. Hands-on experiences foster positive attitudes and an active interest in science. Interesting, investigative and interactive learning activities that are integrated into other curriculum areas, provide meaningful, learning experiences for children.

Science education involves students and teachers working together as each construct new understandings and compares their current ideas with those of the scientific community. Such collaboration challenges students, contributes to a sense of personal success as lifelong learners, and can generate a passion for learning and seeking new insights. These include a complex assortment of activities, mental processes, routines and protocols that are the essence of the scientific enterprise. When working scientifically, students make sense of the phenomena they experience as they investigate, understand and communicate.
The Arts

The Arts program develops intellectual, social, physical and aesthetic understandings and skills that assist students to create, explore and communicate ideas and appreciate a variety of art forms. The creative arts of visual art and design, dance, music, media and drama, form an essential part of the curriculum. Studies in the Arts will provide opportunities for students:

- to appreciate and participate in the arts;
- to become familiar with and confident in the use of a wide range of media;
- to use the arts as a vehicle for learning and creating;
- to appreciate art as a form of communication; and
- to use the arts to better understand the world and one's place in it.

Music

At St Mary’s, children with special interests and talents in music are well catered for by the vibrant music program offered by our NCT teachers.

The school offers an independent music teacher, Mr Luke Butler who provides students the opportunity to participate in lessons in either guitar, drums or piano. Parents are invited to contact Mr Luke Butler through the School Office to make arrangements for their children to attend lessons, during class time, on school property, using school resources.

Payment for these lessons is forwarded to the music teachers. The School Office does not have any jurisdiction with these transactions.

Students from Year 1 -Year 6 have the opportunity to join the St Mary’s Choir.
Health and Physical Education

Health and Physical Education provides opportunities for students to develop positive self-concepts, satisfying relationships and responsibility for personal attitudes, decisions and behaviours. Life Education and Protective Behaviour programs are integrated to assist students to become aware of current social health issues and to develop knowledge, values, skills and behaviour that promote a healthy lifestyle. Participation in regular physical activity makes a positive contribution to students' mental and physical well-being and students are encouraged to develop physical fitness and team membership skills.

Qualified staff will be utilised to present the Health and Physical Education for all students. This will be provided during teacher release time.

The Years 1–10 Health and Physical Education key learning area reflects the dynamic and multi-dimensional nature of health and recognises the significance of physical activity in the lives of individuals and groups in contemporary Australian society.

The key learning area provides a foundation for developing active and informed members of society, capable of managing the interactions between themselves and their social, cultural and physical environments in the pursuit of good health.

From year to year a variety of opportunities arise for the children to develop skills in this key learning area. The Physical Education Program is the responsibility of the class teacher and is organised to develop the basic skills, fitness and confidence needed to participate more fully in organised games and sports.

Interschool sport is organised on a friendly basis and usually involves netball, cricket, softball, rugby league and soccer.

Athletics is the largest component of this exchange with participants becoming involved on district and state cross-country and athletics championships.

Our yearly pattern of program has involved:

- Swimming instruction (Terms 1 and 4)
- Cross Country (Term 1)
- Athletic instruction in a wide variety of field and track events (Term 2/3)
- Specific games and skill development
Swimming

During the 1st and 4th term each year, the children are instructed in water confidence, stroke making and water safety - depending upon the level of their ability.

It is essential that the staff have active parent support, refer to School Swimming Policy in the form of supervision in and out of the water to ensure maximum safety standards are maintained at all times.

ICT – Information Communication Technology

ICT studies provide opportunities for students to develop the ability to solve practical problems by applying scientific and technical knowledge, processes and skills. ICT programs equip students with knowledge and experience of the made world and with the ability to participate in its construction and reconstruction. Students learn to manipulate three dimensional products to meet their needs and the needs of others. The delivered programs are of a practical nature and are integrated wherever possible with other areas of the curriculum.

Computer Assisted Learning

Computer assisted learning is a desirable means of furthering the education of the children. Through the appropriate application of software, teachers use this technology as a tool for teaching and consolidating. A major upgrade of facilities occurred during 2010 and systematic improvements annually are set in place as part of St Mary’s School Development Plan.

LOTE – Languages other than English

Students at St Mary’s Parish Primary School learn Indonesian from year’s three to seven. Indonesian is the chosen language of the Toowoomba Catholic Education Office, due to Australia’s close ties with Asian countries.

Assessment and Reporting

End of Term 1:

Five minute chats will occur at the beginning of the school year which are an opportunity for parents to talk about their child. All classes will send Portfolios home. Parent interviews are optional at the parents or teachers discretion.
End of Term 2:
Parent-Teacher Interviews are to be held for all classes during the last week of Term 2/first week of Term 3 after school. All classes will hand their portfolios and report cards to the parents at the parent teacher interview. An interview may be requested by your child’s teacher at the end of Semesters 1 and 2.

End of Term 3:
All classes will send Portfolios home. Parent interviews are optional at the parents or teachers discretion.

Term 4:
All classes will send Portfolios home. Report Card will also accompany Portfolios. Parent interviews are optional.

Awards
Principal’s Awards
Excellent behaviour, kind deeds and friendly acts of kindness will be looked for in both the classroom and playground. Any students found displaying these qualities may get acknowledged on our weekly assemblies by the Principal and rewarded accordingly.

Class Awards
Each teacher may choose one student to receive a class “YOU CAN DO IT” award which is presented at Friday assemblies.

Library
The Library operates within the educational philosophy, aims and objectives of the school and is an integral part of the school. The Library is accessed by all classes, groups and individuals for research, borrowing and browsing. The Library is computerised and all students will have the opportunity to become familiar with the LibCode system.
In addition to class visits, the Library is open during Second Break 1:05pm – 1:30pm Monday to Friday and students are welcome to use the facilities at these times, under teacher supervision.
St Mary’s School Library is staffed by a Teacher/Librarian three days per week. This teacher is supported by 2 aides for selected hours each week. Your child is required to use a waterproof library bag to protect books when borrowed. Your assistance in ensuring books are returned to school undamaged is essential if we are to maintain present stocks for future children. Toowoomba Catholic Education Office employs a teacher/librarian who is available to the school to assist in program and resource development.
Children with Special Needs

St Mary's has the services of a Learning Support Teacher (LST). LST time is prioritised to cater primarily for children experiencing difficulties in reading, writing and mathematics. Parents can assist teachers in the classroom in the areas of reading and mathematics under the guidance of the Learning Support Teacher.

The role of the LST is one of support for the classroom teacher. Through co-operative planning and teaching in-class help is best utilised for most assistance programs. A child is only withdrawn for short intensive intervals which target specific learning problems.

It is integral to St Mary's learning assistance program that volunteer parents are trained to assist with specific reading programs. Please put your name forward at the beginning of each semester if you would like to receive some training. You may then decide if you can commit yourself to a set time each week to help a child or special group.

If parents or teachers believe that a child is experiencing difficulty, then the LST may:

- Monitor specific areas of learning with a view to devising a special program to complement the classroom curriculum.
- Assess a learning difficulty through diagnostic tests.
- Follow-up detection of difficulties with a parent/teacher and resource teacher interview and an individualised education program (IEP).
- Refer child through the Principal to other agencies for guidance and specialist assistance.

School Counsellor

A part-time School Counsellor attends the school regularly to provide services to staff, students and parents. Services include: counselling, educational assessments, behaviour management at school and home as well as working with classes and small groups. The Counsellor works closely with class teachers and the Special Needs Committee. Parents may contact the Counsellor through the class teacher, for confidential discussion about their child's emotional/social/behavioural and educational adjustment. Referrals to a range of outside agencies can be facilitated by the Counsellor. We are bound by the availability of Counsellors within this and the wider community.
**Homework**

Homework is seen to be a component in the development of good study habits and skills. Children are encouraged to read every night.

Parents are encouraged to help their child by:

- Setting a regular time and place for homework
- Providing positive encouragement
- Checking accuracy and standard of work produced
- Listening to them read
- Exposing them to quality literature

Set homework is designed to reinforce the day's lessons or support the learning of facts. If your child has difficulty with homework please do not do it for them. If your child experiences difficulty with homework, sign that homework and return to school with an accompanying note to explain the difficulties.

Time spent on homework should vary from 10 minutes for younger children to no longer than 45 minutes per night for older children.

**Prep - Operation and Curriculum**

In order to provide children with the opportunity of a smooth transition from home to school, St Mary's Parish Primary School offers Prep education within the framework of the P-10 curriculum.

**Curriculum**

St Mary’s Prep follows the Prep Curriculum Guidelines. This document emphasises the importance of play in a child’s development. Many learning experiences are therefore hands-on as the experiences evolve around play in the curriculum.

In the latter part of the year, St Mary’s Prep introduces its children to more formalised activities ensuring that the transition from Prep to year one is as stress free as possible.

Each group of Prep children is different. The teacher caters for the variety of developmental needs by providing an appropriate and effective program and resources.
Prep Uniform

Sports Uniform

Girls

- Navy netball pleated skirt or navy shorts/skorts
  NB: Girls are expected to wear a netball skirt when playing in representative games
- Light blue collared shirt with school emblem
- Navy gym pants
- Short white socks (not anklets / no markings, stripes, symbols)
- Predominantly white sandshoes
- Long navy blue track pant
- Blue and white spray jacket (optional) with the school name embroidered on the front

Boys

- Navy school shorts
- Light blue collared shirt with school emblem
- Predominantly white sandshoes
- Short white socks (not anklets / no markings, stripes, symbols)
- Long navy blue track pant
- Blue and white spray jacket (optional) with the school name embroidered on the front
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