



**ST MARY'S**  
CATHOLIC PRIMARY SCHOOL

# **ST MARY'S CATHOLIC PRIMARY SCHOOL**

Phone: 89819796  
Fax: 89815286  
Email: [admin.stmarys@nt.catholic.edu.au](mailto:admin.stmarys@nt.catholic.edu.au)  
Website: [www.stmarysnt.catholic.edu.au](http://www.stmarysnt.catholic.edu.au)

Lindsay Street  
DARWIN NT 0800

GPO Box 2413  
DARWIN NT 0801

## **CONTENTS**

Letter of Introduction	3
History	4
Vision and Mission Statements	5
Motto and Logo	6
Fees and Charges	7
School Times	8
Uniform	9
Transport	11
Facilities and Administration	13
Parent Involvement	16
Out of School hours care	17
Community of Learners (3-5 year olds)	19
Health and Safety	20
Teaching and Learning	23
Assessing and Reporting Practices	26
Enrolment and Entry Procedure / School policy list	27



**ST MARY'S**  
CATHOLIC PRIMARY SCHOOL

## Letter of Introduction

St Mary's school parents and staff work together to ensure that each child receives a high quality Catholic education. Our goal is to support each child in their quest for excellence and to recognise that s/he is a unique person, gifted by God. Children are expected to participate actively in Liturgical celebrations, to uphold school values and to respect customs and traditions from other cultures.

Our teachers are highly committed to helping our students reach their full potential. They work with the students providing a structured and comprehensive academic programme which includes religious education and extra-curricular activities. Staff are committed to building positive relationships and actively engaging with students to help them reach their full potential.

Parent involvement is actively encouraged and promoted within all aspects of school life. We place a high value on the input of families within the school. It is our belief that a school community is enriched by staff and parents working together as partners in education and that the school is here to support parents as the first educators of their child. There are times that children may have difficulties either personal or academic and our goal is to work with parents and caregivers to support each child in developing at his/her own rate and ability.

We trust that you will be warmly welcomed into our school and that your experience of St Mary's school community will be a happy and positive one. We pray that your child will be supported, challenged and inspired to learn and to grow in faith and love.

May God bless you and your family.

Rosie Harrison  
Principal



# St Mary's Catholic Primary School

## A Brief History

St. Mary's is Darwin's oldest primary school. The school was established in 1908 by the Daughters of Our Lady of the Sacred Heart. At that time, it was known as St Joseph's. In the 60's the school was rebuilt and renamed St. Mary's Catholic Primary School in keeping with the Cathedral. The school survived the Darwin bombings of WWII although it was shaken badly when a bomb fell beside it. The school was closed down during WWII from 1942 until 1945. After Cyclone Tracy St. Mary's was the only Catholic primary school to function in Darwin during 1975.

St. Mary's Catholic Primary School is in the unique position of being the only school within the CBD, which has helped it to become quite a self contained, self-reliant community. St Mary's is situated between Lindsay, Cavenagh, Smith and McLachlan Streets and adjacent to St. Mary's Star of the Sea Cathedral. This location has enabled the school community to maintain close ties with the Cathedral parish. In the early 60's the name was changed to St Mary's in keeping with the Cathedral.

## St Mary's Star of the Sea Cathedral

St Mary's Star of the Sea Cathedral is used regularly by the school for school Masses and other important occasions in the life of the school community.

Father Tom Pandiappallil, the administrator of the Cathedral, is a member of the School Board and works closely with the Religious Education Co-ordinator, and Bishop Charles Gauci. Father Tom is a frequent and welcome visitor to the school.

Sacraments are offered to the students through the Cathedral parish, with family preparation nights advertised in the parish newsletter.

## St Mary's House Teams

In 2008 St Mary's Catholic Primary School centenary year the school houses were renamed in honour of the Daughters of Our Lady of the Sacred Heart.

HARTZER: (Blue House) named after the founder of the Daughters of Our Lady of the Sacred Heart (OLSH Sisters) who started the school.

CHEVALIER: (Red House) named after the founder of the Missionaries of the Sacred Heart and co-founder of the OLSH Sisters.

O'SULLIVAN: (Green House) named after Sr Dominica O'Sullivan the first OLSH Principal at St Joseph's/St Mary's

LITTLE: (Gold House) named after the last OLSH Principal at St Mary's - Sr Helen Little



## Vision Statement

**"Learning in Faith and Love"**

At St. Mary's School we see ourselves as a community that

- Reflects Jesus and his teaching.
  - Provides a framework of positive relationships to support and encourage each child in their quest for excellence.
  - Focuses on quality teaching of the whole person in partnership with parents.
- 
- 

## Mission Statement

At St. Mary's School we are committed to

### **Reflecting Jesus and his teaching:**

- Recognizing that Jesus Christ is central to our lives.
- Imparting values, Catholic beliefs, traditions and practices.
- Rejoicing in our cultural diversity.

### **Providing a framework of positive relationships to support and encourage each child in their quest for excellence:**

- Fostering the integrity, self-esteem and dignity of each person.
- Inspiring a positive vision for the future.
- Promoting reconciliation.
- Promoting an active partnership between home, parish, school and community.
- Praise, encourage and maintain high, realistic expectations.

### **Focusing on quality teaching of the whole person in partnership with parents:**

- Promoting St. Mary's School as a place of learning and excellence.
- Providing an atmosphere that is both stimulating and challenging and links faith and culture.
- Fostering motivation, providing interesting learning experiences, encouraging effort, recognizing achievement and displaying enthusiasm for the curriculum.
- Engaging parents to be active participants in the culture and community of school life.



## School Motto and Logo

The Motto of our school is 'Learning in Faith and Love'.

In living out this Motto we strive to ensure that the values of Christ may be our values and that the love of Christ may live with, in and through each staff member, student and family.

Our school logo was designed by Dream Media for St Mary's Catholic Primary School in 2015 with input from families, staff and key stakeholders including the Daughters of Our Lady of the Sacred Heart and MSC priests.

The logo captures our school spirit, OLSH traditions and the deep connections we have with our school, Parish and the wider community.

- |             |   |
|-------------|---|
| 'M'         | Representing Mary, "Our Lady of the Sacred Heart" and the OLSH nuns who founded St Mary's school in 1908. |
| Cross       | Representing Jesus Christ   |
| Heart       | Representing our love - a love that is continuous and embracing of all cultures, languages and people     |
| Two figures | Representing Christ and child, parent and child, teacher and child  |
| Book/Bible  | Representing learning and knowledge   |



## Fees and Charges

### School Fees

Fees are due each term while the book pack and swimming program fee is due in term 1. Fees can be paid each term or they can be paid in full at the beginning of the school year. Please note there will be a small increase in fees for 2021

FEES for 2021	Per family per year including levies
One child	\$1962.00
Two children	\$3,793.80
Three children	\$5,495.40

### Other Fees:

#### Book Pack

Cost: \$75 per student per year

Book Packs include stationery and incidentals.

#### Swimming Program

Cost: \$110 per student per year

This is a 2 week swimming program run by Royal Life Saving Society of Australia. The emphasis is on water safety. The children receive an Austswim Certificate upon the successful completion of each stage of the course.

#### Levy

Cost: \$660 per student per year

The Levy includes but not limited to –

IT Resources  
Library Books  
Art and Craft Materials  
Physical Education Equipment  
Photocopying and paper

Music Resources  
Maths Resources  
Science Resources  
Life Education Van  
Utilities

#### Enrolment Fee

Cost: \$100 payable with student application. This is taken off the first term school fees. Should your child not attend our school this amount is non-refundable.



## School Times

### Bell Times - 2022

8.15am	First Bell
8:20am – 10:20am	Students in class for first session
10.20am – 10.55am	Recess
10.55am – 12.55pm	Second Session
12.55pm – 1.15pm	Lunch Play
1.15pm – 1.30pm	Supervised eating of lunch
1:30pm – 2.50pm	Third Session
2.50pm	Dismissal

### Playground Supervision

Playground supervision commences at 8:00am and it is encouraged that students do not arrive at school before this time. Students at school before 8:00am are encouraged to attend Before School Care or must sit in the courtyard until 8:00am.

Upon the completion of school we ask that students are either collected at 2:50 pm, catch the bus or attend After School Care.

### Lunch and Recess Time

There are three play teacher supervised play areas each supervised by a teacher during recess and lunch. These areas are the courtyard/assembly area for all students, adventure playground for transition to year 2 students and the oval for year 3 to 6 students. For recess students must be seated while eating and there are many tables and chairs provided. For lunch students sit and eat their lunch outside their classrooms under the supervision of the class teacher.

### School Terms 2022

#### SEMESTER ONE

**TERM 1** Monday 31 January - Friday 8 April

*Students Resume Wednesday 2 February*

**Midsemester break** Monday 11 April - Friday 15 April

**TERM 2** Tuesday 19 April - Friday 24 June

**Semester break** Monday 27 June - Friday 15 July

#### SEMESTER TWO

**TERM 3** Monday 18 July - Friday 23 September

*Students resume Tuesday 19 July*

**Midsemester break** Monday 26 September - Friday 7 October

**TERM 4** Monday 10 October - Thursday 15 December



## Uniform

St. Mary's uniform provides the students with a sense of unity and pride and is an integral part of participating in the life of the school. It also enables parents to avoid discussions about clothing suitability. Uniforms can be purchased from the School. The school has a policy that school hats are worn by children whenever they are outdoors.

**Uniforms are on sale at the office.**

&

One Week Prior to Start of School Year - 10:00am–3:00pm

The uniform comprises of the following:

### **Girls Everyday Uniform**

School Hat  
School Uniform Dress  
Navy Skorts  
School Shirt  
Plain Black Shoes  
Plain White Socks  
Plain Black Sandals

### **Boys Everyday Uniform**

School Hat  
Navy Shorts  
School Shirt  
Plain Black Shoes  
Plain White Socks  
Plain Black Sandals

### **Girls Sports Uniform**

School Hat  
Navy Skorts  
Polo Shirt in House Colour  
Sports Shoes  
Plain White Socks

### **Boys Sports Uniform**

School Hat  
Navy Shorts  
Polo Shirt in House Colour  
Sports Shoes  
Plain White Socks

Sleepers or studs and a watch are the only jewellery items permitted

<b>Uniform</b>	<b>Size</b>	<b>Price</b>
School Uniform Dress	4C-14C	\$60
Navy Skorts	4C-16C	\$35
Navy Shorts	4C-16C	\$25
School Shirt	4C-16C	\$35
Sports Shirts	4C-16C	\$25
School Hat	Extra Small /Small/Medium/Large	\$15

**NAMES ARE REQUIRED ON ALL CLOTHING** – Especially hats, shoes and other clothing students might remove at school.

**Shoes must be plain black leather shoes or plain black runners.**

Please ensure your child/rens shoes are plain black without white soles or ticks.





## Transport Information

### Road Safety

Whilst road safety is a topic discussed in all year levels, we rely upon parents to help us keep children safe on the roads. This includes parents acting responsibly when dropping off or collecting their child/children.

There is a 40km limit on all roads around the school.

### Parent Parks

Complimentary Parking is provided by Darwin City Council in designated areas during drop off and pick up times. Please read sign posts carefully.

After school teacher supervision is provided from 2.50 pm to 3.05 pm at Kiss and Go in Cavenagh Street for Parent pick up. After 3.05 pm children are required to attend after school care. Parents are contacted at 3.30 pm if children have not been collected and after school care (fees may apply).

Please exercise extreme caution when dropping off and collecting your children. Double parking is illegal and very dangerous, please do not double park.

Parents must come in to the school grounds to collect children. Please DO NOT TELL CHILDREN TO MEET YOU OUTSIDE THE SCHOOL GROUNDS.



## Car Parks and Bus

From 7am to 4pm the staff car parks are for staff only.

Please DO NOT USE THE STAFF CAR PARK TO DROP-OFF OR PICK-UP CHILDREN as vehicles driving in and out of the car park at peak times pose an extreme safety hazard for children

### Buses

Bus Services are run by Darwin Buslink, the local transport system provider, hence the buses carry not only students but the general public.

All students travel free from the commencement of the 2009 school year.

Buses pick up students in at the designated public bus stop. Teachers supervise children boarding the buses at the designated public bus stop each afternoon.

Children who misbehave on the bus, or at a bus stop will be given one warning. If the misbehaviour continues they will be asked to find other means of transport to and from School for an agreed time, as agreed between parents and the school.

There is a Code of Conduct provided by Buslink for school bus travel that sets out the standard of behaviour required for students. A copy is available from the office upon request. It is also available on line.



## Facilities and Administration

### Parent Communication: School Stream

School Stream is St Mary's primary parent communication tool for day-to-day operational matters, so it is essential that **all parents** download the app.

Never worry again about missing an email or digging out that scrunched up permission form from the bottom of your child's bag! You will have the convenience of accessing important information about what is happening at St Mary's directly from your mobile device. From this App, you will be able to report your child's absences, complete excursion forms and place online orders for our school canteen. You will have access to our school calendar and upcoming events and have the ability to save them to your own calendar.

The notification feature ensures that you never miss critical notices or deadlines. It also has a translation features so that you can view the content in your preferred language.

### Our App is a one-stop shop for all school-based information!

You can download **School Stream now** by visiting the Google Play or Apple App store.

### Canteen

A canteen is operated at the school with the Canteen Operator being employed by the School. The canteen relies on parent help to enable it to run efficiently and to keep costs down. Please feel free to contact the canteen or school office if you are able to assist.

Lunch orders for our school canteen can be placed online directly from our school app – School Stream. Online ordering is quick and simple to set up. Follow the instructions found in the 'canteen' section of our School Stream App. Cut off time for orders is 8.40am daily.

If change is required for recess children can ask for their change at the canteen at recess, alternatively it will be stuck to their lunch bag.

The types of food available and prices charged are fixed by the Canteen Committee. Canteen price lists are available from the school office or canteen and are updated as appropriate.

Food from home will not be microwaved or reheated for students due to safety and health regulations

## **Library**

The Library is open from 8.00am to 8.15am to allow children to read books before school and at lunch time. Children are asked to provide a waterproof bag separate from their school bag for library books.

## **Classrooms**

All St Mary's classrooms have been recently renovated. Each room has a Prowise board, normal whiteboard, new carpet and tiled entrance. In addition many rooms have new student desks, chairs, cupboards and lightning.

## **Outdoor Areas**

St Mary's School has many lovely outdoor areas for the students to play. There are 2 playgrounds, an undercover area complete with netball, tennis and volleyball lines, an oval, assembly area and courtyard. Both the oval and courtyard have recently been modernized; the oval with shade cloth over equipment, more trees providing greater shade for the students and the courtyard with the new structure "The E Deck" which provides the students with greater shade and another space to hold school assemblies and liturgies.

## **Information Technology - Prowise Boards in all classes**

Each classroom has a Prowise board, which allows for interesting and interactive teaching and learning. The boards are a large computer screen that can be touched directly in place of using a mouse. This enables the teacher to use the Prowise Board to gain access and display resources from the internet.

All students have the opportunity to become familiar with and to use relevant computer technology. Each classroom contains a minimum of two student computers and one teacher computer. The school also has two mobile computer laboratories with twelve wireless computers per Laboratory, enabling children to be taught a range of skills in their class group. The student computers are Networked and linked to the NT schools domain with supervised email and internet facilities. Computers are an integral part of St. Mary's students' education.

## **Assemblies**

Assemblies are held Friday at 8.20am with updates of news and information for students. On a Friday, (when there is not a whole school liturgy or mass) a special Assembly is held. Each class takes it in turn to organise and run the special Assembly. This provides the class with the opportunity to showcase a recent task they have completed, whether it be a new song, dramatic or artistic presentation. Student Awards are also presented at Friday assembly. All parents are encouraged to attend.

## **Lost Property**

A lost property container is kept outside the School Office. Property remaining unclaimed at the end of each term is donated to charity. Valuable items (jewellery etc.) should not be worn or brought to school.

## **Mobile Phones**

All student phones are to be switched off and given to the office upon arrival and collected on departure.

## **Newsletters – published online**

The fortnightly school newsletter is an important way for parents to find out what is happening at school. We encourage all families to read the newsletter and to forward articles for inclusion. Parents should be aware that some advertising space is available in the newsletter. Please contact the school office if you are interested in purchasing advertising space. Additional information important to your child will be sent home with him / her from time to time.

## **Absenteeism / Lateness**

Parents are required to phone the school office on 8981 9796 before 9.00am to advise the school of their child's non attendance or lateness for that day. Late students or those leaving early must sign in and out at the front office. Students will be issued with a 'late' slip to be given to the class teacher.

## **Leaving Early**

No child is allowed to leave the grounds during school hours, unless a written explanation is given to the Teacher or Principal, and the child is picked up by a parent or person designated by the parent.

Any parent wishing to take a child from class or from the playground during school hours, is asked to notify the office and complete the sign out book before collecting the child.

## **Custody Agreements**

This is important where court directed custody judgements affect students. The Principal should be advised and the information will be treated confidentially and with sensitivity.

## **Appointments**

Appointments with the Principal should be confirmed through the office prior to the intended meeting dates. However in case of emergency parents are very welcome to meet with the Principal or in the Principal's absence, the Deputy Principal, without prior arrangements depending on availability.

## **Charities**

St Mary's Catholic Primary School encourages students to take an active role in supporting Charities. Charities promote an active partnership between home, the school and the community. Through supporting charities we aim to develop a passion for life, learning and service to others, creating a family atmosphere that fosters a real joy and sense of community. St Mary's supports:

- Caritas; Catholic Missions; St Vincent de Paul



# Parent Involvement

## Parents at School

St Mary's Catholic Primary School appreciates the support of family and friends and invites them to contribute to the many areas of school community life

- Canteen
- Assisting teachers with small group reading and writing programs
- School excursions & Camps
- Library e.g. helping to cover books

Parents are always welcome at any of these activities and are encouraged to be involved whenever possible. Contact Front Office for more details. Parents must have an ochre card.

## School Board

The School Board is an advisory and support group, which assists the principal, staff and parish priest to ensure the smooth running of the school. The board is seen as an integral part of the Administration of St. Mary's School.

Parents and community members are elected or co-opted to be Board members.

***The Board acts in an advisory capacity to:***

- "Develop policies that nurture the religious dimension and guide the direction of the school
- Develop the relationship between the school and the local church
- Work with the principal to ensure that the academic standards of the school are at least as distinguished as those achieved in other schools in the region
- Support the administration of the school
- Offer pastoral care to the school community
- Protect children
- Monitor buildings and grounds development and maintenance
- Exercise financial oversight of the school
- Ensure compliance with legal obligations"

Manual School Board Members, Territory Catholic Schools, 2006

## Parents and Friends Association

St. Mary's has a very active and successful Parents & Friends Association and all parents are automatically members. The P&F is a sub-committee of the School Board with an executive of 4 to manage the Association. They meet monthly – see weekly newsletter/ Parent Notice Board for dates and times – and the meetings are open for anyone to attend.

The main purpose of the association is to:

- Raise funds for the benefit of the school
- Create an avenue for Social Gatherings for the school
- Assist at working bees from time to time as required.



## Out of School Hours Care

Financial rebates are available from Centrelink, for further information please call Centrelink Family Assistance Office on 136 150

Any students needing to attend Out of School Hours Care (OSHC) will need to be booked in by **12:00pm daily** in order to secure a casual booking. Any bookings received after this time are approved at the discretion of the school subject to availability. This does not affect students with a full time or recurring bookings. To book your child in to OSHC please email [OSHC.SM@nt.catholic.edu.au](mailto:OSHC.SM@nt.catholic.edu.au) or call the front office directly on 8981 9796.

### Before School Hours Care 2021

Before School care provides a supervised service for students attending the school. This service is often used by parents starting work early, as teacher supervision is not available at the school until 8.00am.

**Hours of Operation:** 7.00 am to 8:00am Monday to Friday

**Fees:** **Available from the office**

Permanent full time: Monday to Friday

Permanent part time: Regular days

Casual: As needed- contact office

Fees include a simple breakfast

### After School Hours Care 2021

After School care provides a supervised service for students attending the school.

If parents are running late students may be taken to ASC where a fee may apply

**Hours of Operation:** 2.50 pm to 5.45 pm Monday to Friday

**Fees:** **Available from the office**

Permanent full time: Monday to Friday

Permanent part time: Regular days

Casual: As needed- contact office

Fees include afternoon tea

## **Vacation Care**

Contact the Front Office at least 4 weeks before school holidays to book your position.

**Hours of Operation:** 7:30am – 5.30pm

**Fees:**

**Available from the office**

Permanent full time: Monday to Friday

Permanent part time: Regular days

Casual: As needed- contact office

**Program:** Available from the St Mary's Catholic Primary School front office 2 weeks prior to the start of the program.



## Community of Learners

St Mary's Early Community of Learners caters for children who are 3 to 5 years old.

All children attending Community of Learners will be given first hand experiences to actively explore and learn from. The routines and activities are based on individual children's interests, abilities and needs. St Mary's Community of Learners provides a safe and stimulating environment, where children learn through play. A balanced, developmentally appropriate and challenging program focusing on the areas of physical, intellectual, spiritual, creative, social and emotional development will be available for every child. Children will be actively involved in all program planning, implementation and evaluation processes.

**Hours of Operation:** Monday to Friday 7.15am – 5.45pm

**Fees: February 2020**

Care	Times	Price	Meals Provided
<b>Full Time</b>	7.15am – 5.45pm	\$500	All
<b>Daily</b>	7.15am – 5.45pm	\$100	All

*Children attending the Community of Learners are eligible for the government child care subsidy.*

**Daily Routine:**

Our Community of Learners day has three breaks; morning tea, lunch and afternoon tea. At these times children are expected to gather, prepare for and participate in the social interaction offered by meal times.

Planned activities are offered and supervised in keeping with children's current interest or to maybe provoke an interest. Areas of interest inside include the library area, home corner/dramatic play area, transport, block construction and quiet soft areas. Outside area also provide opportunities for creative and dramatic play as well as art and physical activities. These areas are changed regularly for variety or to follow programme themes. There is opportunity for children who need a rest to sleep after lunch. For these children mattresses and a quiet area are provided.



## Health and Safety

Every care is taken of your child/children whilst they attend St Mary's Catholic Primary School.

### Immunisation Records

A copy of student's immunization record is to be supplied with Enrolment Form.

### Medication

At times, it is necessary for medication to be taken during school hours. When this occurs, please send the correct dosage, and complete the medication form at the office (dosage, time to be taken, etc).

Parents must notify the school if their child is on regular medication for a specific reason, for example: asthma, epilepsy, diabetes.

### Head Lice

Please regularly check your child's hair.

### Sickness and Injury at School

Sick children should not be sent to school. They may pose a risk to the health of others and may increase the severity and length of their own illness.

The school has a sick bay where children who are hurt or become ill at school may lie down quietly. If the child is too ill to be at school or a serious injury occurs, parents are contacted.

Should we be unable to contact parents we reserve the right to, have the child taken immediately to the hospital.

**PLEASE ENSURE YOUR CURRENT EMERGENCY CONTACT NUMBER IS ON ALL SCHOOL RECORDS.**

A staff member with a current First Aid Certificate carries out the administration of first aid or is available to assist in an emergency.



## Infections and Communicable Diseases

If your child has an infectious disease or a contagious condition, he/she should be kept away from school until recovered. It is requested that parents notify the school as soon as an infectious disease is diagnosed.

Condition	Exclusion From School
<b>Chicken Pox</b>	Exclude until fully recovered or for at least five days after the spots (eruption) first appear. Please note that some remaining scabs are not a reason for continued exclusion.
<b>Conjunctivitis</b>	Exclude until discharge from the eyes has ceased.
<b>Diarrhoea and vomiting (gastroenteritis)</b>	Exclude until bowel motions have returned to normal and at least 24 hours after the last abnormal bowel motion.
<b>Diphtheria</b>	Exclude until a medical certificate of recovery is received following at least 2 negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
<b>Head Lice</b>	Exclude until the day after appropriate treatment has started.
<b>Hepatitis A</b>	Exclude until a medical certificate of recovery is received, but not before seven days after onset of illness or jaundice.
<b>Impetigo (School Sores)</b>	Exclude until treatment has commenced. Sores on exposed surfaces should be covered with a watertight dressing.
<b>Influenza</b>	Exclude until child feels well. No coloured discharge from the nose.
<b>Measles</b>	Exclude for at least four days after the onset of the rash.
<b>Mumps</b>	Exclude for nine days or until swelling has gone (whichever is sooner).
<b>Ringworm</b>	Exclude until the day after appropriate treatment has started.
<b>Rubella (German Measles)</b>	Exclude until fully recovered or for at least four days after the onset of the rash.
<b>Whooping Cough (Pertussis)</b>	Exclude for 14 days after onset of illness, or after completing five days of antibiotic treatment, and a doctor certifies that the person is no longer infectious.

## Dental Program

The students have free access to basic dental care through Territory Health Services. With the consent of parents, it provides regular examinations, some treatment, and dental health education.



## Emergency Procedures

### Cyclone

In the event of a cyclone, parents must collect their children from school immediately following the "Radio Broadcast Evacuation Request". Children should be collected from their classrooms.

Adults other than parents may collect a child when the school has been notified by the parents either by email or phone. The adult must supply ID.

Children not collected within an hour after the official notification will be gathered into a central point (Resource Room) where senior staff will supervise them and begin to phone parents.

### **ST. MARY'S SCHOOL IS NOT A DESIGNATED CYCLONE SHELTER**

### **Fire and other Emergencies**

Fire drills are conducted on a regular basis at the school.



## Teaching and Learning

### Curriculum

As parents are the first educators of our children, the school recognizes the importance of parents and teachers working together for the good of all children, therefore, communication with parents is seen as an important part of life at St Mary's.

St. Mary's Catholic School follows guidelines set by the Northern Territory Education Department and Catholic Education Office. The Australian Curriculum underpins St Mary's teaching and learning programs and outlines the achievements for each learning area and year level. It provides both a way of identifying what students have achieved and of monitoring their progress on a learning continuum for each learning area. The Learning Areas are:

**English**  
**Mathematics**  
**Social science**  
**Science**

**Health and Physical Education**  
**The Arts**  
**Technologies**  
**Language other than English** - Auslan

Religious Education is an important part of our Curriculum with a Christian approach being part of our whole day. The students are also involved in explicit Religion lessons each day, participation in prayer, and preparation in liturgy and mass celebrations.

Implementation of the curriculum is through an integrated inquiry approach which teachers develop to suit their own teaching styles and the needs of the students.

### Learning Support

St Mary's Catholic Primary School provides programs for students with special needs, whether they excel or need assistance in particular areas. If a teacher is concerned about a student's development the teacher will discuss their concerns with the parents before having the student assessed by the Learning Support Teacher and if necessary officers from the Catholic Education Office.

Support for students may include but is not limited to:

- An Inclusion Support Assistant for students with **identified** special needs;
- CatholicCare counselling;
- Small group literacy and numeracy support

## **Homework**

Homework is an opportunity for parents to learn more about their child/children's progress at school. We encourage parents to read with their child/children as often as possible and to discuss school activities daily. The primary objective of doing homework is to bring aspects of school life into the home.

It can be useful for parents to review and discuss their child/children's efforts with them. The supervision of homework should not lead to stressful situations. That is, parents and children should not become agitated by the issue.

Teachers will outline their expectations for homework early in the school year usually at Parent Information Evenings.

## **Parent Information Evenings**

Are held in Term 1 usually early in the term. These nights are an opportunity for class teachers to provide parents of children in their class with an overview of the teaching and learning program and expectations in relation to behaviour, homework and school routines.

## **Extra Curricular Experiences**

### **Life Education Top End**

Life Education Top End supplements the health education for students in Transition to Year 6. Each year level program meets the relevant content strands and outcomes of the Territory's Health Education, Board Approved course of Study.

### **Musical Instrument Lessons**

Children are offered the opportunity of additional music tuition on a one to one basis depending on the availability of tutors. Piano lessons are always available as the school has granted a piano teacher use of their facilities for private lessons, which are conducted during school hours. All lessons are at an additional cost.

### **Choir**

At St Mary's singing is a regular part of our day although students also have the opportunity to join the St Mary's Catholic Primary School Choir.

### **Interschool Sporting Carnivals**

St Mary's students are provided with the opportunity to represent the school in the city cluster zone athletics and swimming carnivals. From these events they may go on to represent the City region in "Inter Zone" carnivals and from there may be selected to represent the Northern Territory.

**Excursions**

It is the aim that all classes are involved in at least one excursion or performance each term. These are linked to the learning program relevant to that class for that term. Parental Permission has been given on enrolment for local excursions that are within walking distance of the school. Separate permission forms will be sent home for excursions requiring private hire or public transport.

**Camps**

Students in years 5 and 6 attend a school camp each year.



## Assessing and Reporting Practices

At St Mary's Primary we believe accurate and comprehensive assessment and reporting of student performance and behaviour aids in establishing open communication, guides student learning, assists in establishing future direction, and helps to identify areas of exemplary performance, as well as those in need of support and assistance.

### Parental Communication

As parents are the first educators of our children, the school recognizes the importance of parents and teachers working together for the best interest of all children, therefore, communication with parents is seen as paramount at St. Mary's –

Parent / teacher interviews are generally held at the end of the First Term or early Term 2 and again in Term 3 – where necessary.

Academic Reports are sent home at the end of Terms 2 and 4.

Parents and Teachers are encouraged to keep in contact with each other throughout the year.

Teachers are available before and/or after school class times on most days. A duty roster is displayed in the class window, indicating whether the teacher is on duty for a particular day. Interviews with teachers may be made by appointment. Approaching teachers during class time should be avoided as both Class and Teacher are disturbed.

### Academic Reports

#### **Written Reports**

Parents are provided with two written academic reports, one in June and one in December. With the exception of Transition students these reports are graded with an A to E as per Government regulations.

#### **Evidence of Learning Folders**

In conjunction with the reports each student has an "Evidence of Learning Folder" which provides parents with a summary of the assessment tasks completed and level achieved by their child.

#### **National Assessment Program – Literacy and Numeracy (NAPLAN)**

Students in years 3, 5, 7 and 9 across Australia participate in the National Assessment Program in term three each year. Students are assessed in numeracy, reading, comprehension, spelling and writing. The results of these assessments are sent home to parents in term four each year.



## Enrolment and Entry Procedure

St. Mary's welcomes all students from Transition to Year 6 who desire a Catholic Education.

When enrolling in the school parents are required to agree to the values and rules of the school and an assurance that they will support the life, nature and identity of our school.

The school has one intake at the beginning of each year for Transition. Children entering Transition must be five by the 30<sup>th</sup> June. Transition is a period of time between the informal learning at Preschool and the more formal learning structure of year one.

When parents wish to enrol a child with a disability into our school, direction is to be obtained from the Catholic Education Office to ensure that the school is able to cater for the child's learning needs.

An enrolment fee of \$100/child is charged to confirm your child's enrolment. This amount is deducted from the first term's school fees.

## School Policies

Copies of all St Mary's School Policies are available from the office upon request.

- Curriculum Policy
- English Policy
- Information and Communication Technologies
- Religious Education
- Studies of Society and Environment
- The Arts
- Health and Physical Education
- Mathematics
- Science
- Technology and Design
- Draft Scope and Sequence
- Student Assessing and Reporting Practices
- Positive Behaviour
- Cyclone
- Drug
- Mandatory Reporting
- National Safe Schools Policy
- Risk Management
- Occupational Health and Safety
- Critical Incident
- First Aid
- Medication.

