Enrolment Booklet
Welcome to St Mary’s Catholic Primary School

Your child is God's gift to you and depends on you for his/her formation in a way of life which will lead to an eternal destiny with God. Correct social behaviour and a growth in secular knowledge and skills are not enough. Baptism has given your child the gift of Faith which is to be developed throughout life.

You realise this, and so you have chosen to enrol your child in a Catholic school. Teachers will assist in what you have begun at home. Teachers will give instruction not always possible from parents. You owe them, therefore, your co-operation in the work they carry out as your delegates.

In our task, we hope to complement the endeavours of parents as the prime educators of their children and welcome parental involvement in the school.

Remember, however, that the school does not replace the home, but assists it, in the education of your child. You must continue, in other words, to take a positive part in your child’s education, particularly in matters of faith.

The staff at St Mary’s Catholic Primary School is most appreciative of the enormous foundation and support that the children of our school have from their homes without which, our role as educators would be most frustrating, if not altogether impossible. In expressing our words of welcome, we would wish certainly to include “Welcome Parents”.

Our school motto is “Learning. Justice. Love.” We strive to grow in the Peace and Love of Christ and bring it to others in all aspects of our daily living.

Background and Present Composition

St Mary’s was established in 1920 as a full primary school at the Edward Street site. At the beginning of 1980, the three Catholic Primary Schools in Orange – De La Salle, Santa Maria Primary and St Mary’s merged. St Mary’s remained an Infants school and one of three feeder schools to St Joseph’s for the next eight years.

In 1988, St Mary’s was relocated to a new site on the corner of Byng and Park Streets, including Year 3 and began as a new Primary School. The building of four extra classrooms allowed classes to Year 6, and 1991 saw St Mary’s a full Primary School once again. In 1995, a further four classrooms and an administration block were opened to meet the school’s growing needs. The Year 2000 realised the completion of St Mary’s Primary School to a two stream school with the addition of three extra classrooms, a new library and a new computer facility.

St Mary’s Catholic Primary School is part of the Diocesan Education System under the direction of the Catholic Education Office headed by the Diocesan Executive Director of Schools, Mrs Jenny Allen. As part of the Parish of the St Mary & Joseph, Orange, the school is also the responsibility of the School Manager and Parish Priest, Father Garry McKeown. We are thus, at both diocesan and local level, part of the community of the Catholic Church, to which we are responsible. We believe, above all, that it is being part of the Church which makes St Mary’s Catholic Primary School a Catholic School.
School Hours

9.10 a.m. Classes Commence
11.10 - 11.33 a.m. Recess
1.00 -1.48 p.m. Lunch
3.10 p.m. Dismissal

Please ensure children are at school before 9.10 am each morning. Lateness on a regular basis will impede your child’s progress.

Supervision

Supervision of children by teachers occurs during school hours from 8.30 a.m. till the last bus leaves of an afternoon. Written permission from parents is required for any child to leave the school premises during this time. Children who arrive at school before 8.45 a.m. must remain in the undercroft area. Children are not permitted to play running games or ball games in the undercroft.

WHAT TO DO WHEN…..

a. Your child is absent from school

Parents have seven days to send in a written explanation to the class teacher with the following details:

- Date of note being written
- Child’s name
- Date of absenteeism
- Reason for absence
- Parent name
- Parent signature

*If a note is not received within seven days, the teacher/school will contact the parents requesting such.

b. Your child is going to an appointment during school hours

Parents have to sign the child out of school on the register in the front office. Office staff will arrange for your child to meet parents at the office. A Leave Pass will be issued to the parent taking the child to the appointment.

c. You are taking your child out of school next week

Send a note to the teacher prior to the leave with the same information as for a. A Leave Pass will be issued by office staff/ delegates.
d. Your child arrives late to school.

Parents are asked to escort their child to the front office. Parents are to complete a Late to School Notice. The child takes the notice to the class and it is kept with the Class Roll.

All absenteeism’s are recorded on the Class Roll which is a legal and binding document. The Principal is only permitted to grant 15 days Leave per year per child. This does not include absenteeism due to sickness. Any child requiring more than 15 days leave must apply through the school office.

Uniforms

The Bathurst Diocesan Uniform is to be worn by all St Mary’s Catholic Primary School Students.

School Uniform

Girls’ Summer:  • Pink check dress  • White socks, black leather lace-up shoes, pink, white or maroon ribbon, school hat.

Girls’ Winter:  • Maroon tunic (or slacks - no tracksuit pants)  • Fawn blouse  • Maroon school tie (top shirt button done up)  • Fawn socks or stockings (not white)  • Black leather lace-up shoes  • Maroon knitted jumper  • Plain, dark blue or maroon jacket or dark blue school jacket.  • School hat(optional term 2&3)  • Maroon, brown hair accessories

Boys’ Summer:  • Grey shorts, blue shirt, grey socks, black leather lace-up shoes or riding boots, school hat.

Boys’ Winter:  • Long grey trousers, polyester/viscose/serge type only  • Blue shirt  • Maroon knitted jumper  • Grey socks  • Black leather lace-up shoes or riding boots  • Plain, dark blue jacket or dark blue school jacket  • School hat.  • Maroon school tie (top button of shirt done up)

• In cold weather children are permitted to wear scarves and/or beanies in the playground, provided that these are **plain, dark blue or maroon**. (Beanies or scarves with logos or writing are not permitted).
Sports Uniform

Girls: Navy blue pleated skirt or shorts, black or navy blue basketball pants, blue polo shirt with school crest, school sports socks. School tracksuit for cooler weather. Navy blue top with school logo from the Uniform Shop can be worn with sports uniform.

Boys: Plain navy blue shorts, blue polo shirt with school crest, school sport socks. School tracksuit for cooler weather – navy blue top with school logo from the Uniform Shop can be worn with Sports Uniform.

Please Note
Children are expected to be attired in the correct school uniform each day of the school year and to present themselves in line with school dress policy which stipulates:
• Acceptable hairstyles - extremes of hairstyle are not permitted. These include rat's tails, Mohawks, Coloured hair and haircuts or undercut less than a 'two’. Hair gel is to be kept to a minimum.
• No bracelets, bangles, necklaces or anklets - a religious medal on a fine chain may be worn.
• One small ring only.
• No nail polish.
• One set of earrings - only sleepers or studs; Boys: one single sleeper or stud.
• Collar length hair to be tied back with appropriate coloured hair accessories.

Uniforms
All required items are available through our School Uniform Shop open Thursday 9.00am – 10.00am. Orders may also be placed over School Stream. It is expected that all St Mary’s Catholic Primary students will wear correct school uniform at all times.

School Fees
School Fees are set by the Bathurst Diocese and are payable over the year. Accounts are sent home at the commencement of the first 3 terms and payable in advance. Accounts are administered through the Orange Combined School Fees Office, located at James Sheahan Catholic High School – 63623049.

Building Levy
A Diocesan Building Levy is paid in conjunction with school fees and is paid to the School Fees Office. This money is collected by the Diocese to service debts.

Resource Fee
These fees are set by the school and cover requisites such as resource books, art & craft equipment, reading and library materials, duplicating material and pencils, the cost of some shows which come to school and some local bus travel.

Bus Passes
Forms for Bus Passes are available from the front office.

School Banking
Children have the opportunity to bank with the Catholic Development Fund each week.
**Frequency and Duration of Homework**
Homework is set on all weeks of the year, except perhaps for the first week of Term 1 and the last week of each term. The following times are a guide to how long children are to spend on homework each night.

- Early Stage One (Kindergarten): Readers, sounds work and sight words. 10 minutes + reading.
- Stage One (Years One & Two): 15 minutes + reading
- Stage Two (Years Three & Four): 20 minutes + reading
- Stage Three (Years Five & Six): 30 minutes + reading

Length of time spent on homework should be at parent’s discretion.

**Children’s Assessment’s**
Pupil progress is monitored closely during each term. Parents receive two written reports at the end of each Semester on their child’s progress each year. Parent/Teacher Interviews are formally held in Term 1 & Term 3 and may be called at various times throughout the year. Each child has a “Gold Book” which, for one week of Terms 1, 2, 3 contains as much of their class work as is possible. The GOLD BOOK is sent home the following week for parental perusal and positive comment.

**Administration of Medication in School**
When medication is prescribed by a medical practitioner, parents are to request the administration of medication in writing by completing a “Medication Form”. The Medication Form is available on the school website. The parent needs to bring this medication and completed form to the office. In cases involving medication critically important to a child’s health, parents are required to provide a detailed action plan to safeguard the child. All medication must be labelled clearly with the student’s name. Students will be supervised while taking medication. Teachers do not administer any medication in the classroom.

**Afternoon Dismissal Procedures**
Children catching buses are to move straight from class to the undercroft and sit in designated bus lines under the supervision of the teacher on Bus Duty. Bus Duty teacher walks the children to buses as they arrive.

Points of Pick-up:

- **Church Exit**: Children being collected in Park St after school, are to assemble in the primary lunch area. The teacher on duty will walk the children to the church driveway exit where they will be met by parents. Children are not permitted to cross Park Street unless accompanied by a parent. Children not picked up by 3.30pm are bought back to the undercroft to wait for parents. In wet weather parents are requested to collect children from the old hall.

- **PCYC**: Assembly point is between the Administration block and the Library. The teacher on duty will walk the children to the school gate closet to PCYC. Parents are asked to come onto the grounds to collect their children. Children not picked up by 3.30pm are bought back to the undercroft to wait for parents. In wet weather parents are requested to collect children from the new hall.

- **All parents and children are to enter and exit school grounds by the pedestrian gates NOT via the bus bay.**

- **Bike Riders**: Bikes are to be left at the bike rack during school hours. Bike riders must walk their bikes out of the school gate and along the footpath. Bikes are not to be ridden in school grounds.

- **Children’s Crossing**: A Children’s Crossing operates in Byng St before and after school. Parents are encouraged to use this and accompany their children.

- **No Children are allowed on the playground equipment after school.**
No Entry to School Grounds
Parents are not to drive into the school grounds or bus bay area at any time during the hours from 8.30am to 4.00pm, unless specific permission has been granted.

Parent Assistance & Child Protection Legislation
Parents are invited to assist in the school in many capacities and this help is appreciated. Under Child Protection Legislation, parents who have contact with children are required to complete a Working with Children declaration for Volunteers form. These forms are available from the school office or website: www.stmarysorange.catholic.edu.au.

Secretary
Our Secretary, Mrs Nicole Downey, is available in the office from 8.30am – 1.00pm & 2.00pm – 3.30pm Monday to Friday. Money to be sent to the office is to be placed in an envelope clearly labelled with your child’s name, class and purpose.

Canteen
Canteen is available to the children each Monday, Wednesday and Friday for lunch only. Volunteer adults are welcome always, and needed to staff the canteen. The Canteen facility can be provided only if enough adults are involved to conduct the Canteen. Children may purchase additional snacks from the canteen between 1.15pm – 1.35pm each canteen day.

School Awards
To encourage a positive self-concept in each child and to recognise achievement, responsibility and leadership, an award system is in place in the school. Children receive Class Awards, and possibly, Certificates of Merit, Christian Leadership Awards for responsibility and Christian attitude, Playground Awards for environmental awareness and behaviour, Certificates of Representation for those children who represent the school at sporting or cultural events, and Bookwork Awards which recognise neat, well presented work and effort.

Pastoral Care/ Discipline Policy
It has been our policy at St Mary’s Catholic Primary School to encourage the children to develop self-discipline and a sense of personal responsibility. We aim to assist children in learning to respect the dignity of a human person. Due to the society in which we live, this is becoming an increasingly difficult task. It is vital that parents and teachers work to support each other in helping children to respect themselves and others. The school has prepared the booklet “Pastoral Care, Discipline & Anti Bullying Policies” which endeavours to explain the schools philosophy and procedures regarding whole-school discipline. (Parents will receive this prior to their child commencing school) Please read and discuss the booklet with your child to reinforce our policy and to ensure that your child understands the importance of the rules for the well-being of the community of St Mary’s Catholic Primary School.

Respect for self and others
All students attending St Mary’s Catholic Primary School are asked to and expected to abide by an acceptable Code of Conduct through:
   1. Displaying good manners.
   2. Respecting other people and their property.
   3. Being courteous at all times and in all places.
   4. Practising proper safety and health habits.

Care of School Property
Children are encouraged to take proper care of their own and other people’s property, as well as resources/property belonging to the school.
**Teacher Appointments**
If you wish to speak with your child’s teacher about any aspect of his/her schooling please make an appointment with the teacher.

**Care of Clothing**
Please ensure that all articles of clothing and all belongings are labelled clearly with your child’s full name.

**Toys**
Children are advised not to bring toys to school. It is difficult for teacher’s to be responsible for their safe keeping.

**Privacy Issues**
Personal information collected by the school is used solely for educational purposes. Personal information is not disseminated unless parents give permission.

**Birthday Cakes**
Due to life threatening allergies, the school’s policy is that parents do not send cakes etc. into school for other children to share.

**Playground Equipment and pre-school children**
In the interest of safety, and as the school’s playground equipment is for the students only, parents are requested to keep pre-schoolers away from the equipment at all times.

**Enrolment & Acceptance of School Policy**
By enrolling your child at St Mary’s Catholic Primary School, it is understood that parents accept the current school policy in a number of areas. On being offered a position at the school, parents are to read carefully the policies provided. Accepting an enrolment offer means acceptance of, and willingness to follow all areas of School Policy.
ORANGE CATHOLIC SCHOOLS

ENROLMENT POLICY

Preamble

The schools of the Catholic system have been established to support Catholic parents in the holistic education of their children. Particular emphasis is given to supporting parents in the faith development of their children.

Criteria

Enrolment is determined by the following criteria:

1. Siblings of Catholic children already enrolled in an Orange Catholic school.
2. Siblings of non-Catholic children enrolled in an Orange Catholic Primary school.
3. Baptised Catholic children of practising Catholic parent(s)/guardian(s).
5. Children baptized in other denominations or other faith traditions.
6. Children who are not baptized – provided the parents have had a meeting with the Parish Priest and he has advised the Principal to consider the child(ren) for enrolment if there is a vacancy in the school.

Note especially:

- Enrolment acceptance or non-acceptance can only occur after interview with the Principal. The Principal will then make the final decision regarding enrolment.
- Children who are enrolled in a Catholic Primary school are not guaranteed a place in Year 7 at James Sheahan Catholic High School. All children have to re-enroll for secondary education at James Sheahan Catholic High School.
- Younger siblings of non-Catholic children enrolled at James Sheahan Catholic High School are not guaranteed a place in a Catholic Primary school.

Other Considerations:

1. Date of lodgement of Enrolment form.
2. Child must be five years old before 30th April of the Kindergarten year.
3. Children must be enrolled in the name on their birth certificate.
5.
**Supporting Documentation**

- Baptismal Certificate
- Other Sacramental Certificates
- Full Birth Certificate
- The last two School Reports
- Letter from previous School Principal (if not from Orange)

**Enrolment Process**

The enrolment process consists of the following:

1. Completion of an **Enrolment Application Form**. Both parents/guardians are to sign all Enrolment Documentation.
2. Formal interview with School Principal.
3. **Interview** with Parish Priest for parent(s) of children who are not baptized.
4. Parents must attend an information evening.
5. Child(ren) must attend an orientation session.

**Please note:**

- Advertisements calling for enrolments with an enrolment closing date must be promptly attended to, so as to avoid disappointment.
- Children *may* not be enrolled if they have been expelled or suspended from another school, have a criminal record, or have a poor history of continued behavioural problems.
- Previous schools will be contacted during the enrolment process for all children.
- If a single parent has custody of the enrolling child, the most recent documentation from the Family Law Court must be given to the School Principal at the initial interview time.
- The choice of the child(ren)’s teacher each year is solely the decision of the School Principal.
- If parent(s)/guardian(s) remove their child(ren) from the school due to non-compliance of school policies, the child(ren) will not be re-enrolled.
- Parents are asked to complete a **Cancellation of Enrolment Form** when leaving the school.

(Revised 24th March 2015)