Welcome to St Mary's Primary School.

It gives me great pleasure to welcome you to our school.
I trust your association with our wonderful school will be rewarding, fulfilling and enjoyable for your family and especially for your child.

Our school is an integral part of St Brigid's Parish. Catholic values and traditions are taught in a formal religious education program and are a guide for all that we do throughout the school.

Our core task is education. Our staff devote their classroom time to the tasks of teaching and learning. Assessment and reporting are ongoing features of our curriculum.

While we strive to work in partnership with our families, we recognise that parents are the main and prime educators of their children. It is our aim therefore, to strengthen and support you, as parents, in the quality education of your child. It is certainly our privilege to work with you and to share this responsibility of helping your child prepare for the future.

We recognise that each child is unique and has a right to develop his/her individual talents, especially in developing meaningful relationships with God and with fellow human beings. St Mary’s is a Catholic school where parents and teachers strive together to develop the full potential of each child spiritually, academically, socially, emotionally and physically.

Our school needs the support of all parents. Each has his or her unique contribution to make: some special quality that can help build a community that really cares for children. We hope that you will experience a sense of warmth and welcome and that there will be a rich sharing of ideas, talents and enthusiasm as together we go about our work of helping our children to learn and grow.

The following pages contain some information that I hope may assist you settle into our school. Should you have any queries or wish to discuss matters concerning your child's education, please do not hesitate to contact your child's classroom teacher or myself personally.

I look forward to meeting you in the near future.

Mr John Wagner
Principal
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1.0 GENERAL INFORMATION

School Address: Wheelers Lane
              Dubbo NSW 2830
Email Address: principal@stmarysdubbo.nsw.edu.au
Website: www.stmarysdubbo.nsw.edu.au
Telephone Number: (02) 6882 4790
Facsimile Number: (02) 6884 4525
Principal: Mr. John Wagner
Assistant Principal: Miss Nell O’Brien
Religious Ed. Coord: Mr. Luke Wilson
Primary Coordinator: Miss Susan Byrnes
School Chaplain: Father Brien Murphy

2009 SCHOOL TERM DATES

Term One      Tuesday 27 January – Thursday 9 April
Term Two      Tuesday 28 April - Friday 10 July
Term Three    Monday 27 July - Friday 2 October
Term Four     Monday 19 October – Friday 18 December

SCHOOL STARTING TIMES 2009

Kindergarten children commence on Thursday 29 January 2009. Students in Years 1-6 commence on

DAILY TIMETABLE

Supervision Commences at 8.25am in the morning and concludes at 3.20pm in the afternoon (or when last bus departs).

School Commences: 9.00am
Recess: 10.55am - 11.15am
Lunch: 12.45pm - 1.25 pm
School Concludes: 3.00 pm
HISTORY OF ST MARY'S PRIMARY SCHOOL

St Mary’s Church/School opened in 1910 on the corner of Macleay and Bourke Streets North Dubbo and was staffed by the Sisters of Mercy. The school was moved to new classroom buildings further north in Bourke Street in 1961. From 1969-1974 St Mary’s School was staffed by the Daughters of Charity.

St Mary’s School relocated to Wheelers Lane in 1983 and began expanding to a Primary School in 2001. The school is part of St Brigid's Parish and uses the St Brigid's Church for special masses. Fr Paul Devitt is the Parish Priest and our School Chaplain is Fr Brien Murphy.

Since the beginning of 2001 the school has experienced a major shift in its structure with a gradual growth of two classes per year to become a full primary school K-Year 6 in 2004. Prior to 2001 St Mary's was a two-streamed school from Kindergarten – Year 2. St Mary's now has fourteen classes with two streams K-Year 6 with an enrolment of approximately 410 students.

The school strives for excellence offering a wide range of educational experiences. It is actively involved in Parish and town activities and celebrates the high scholastic achievements of its students. All that we do throughout the school is based on our school motto 'Christ Is My Light'.

VISION STATEMENT

St. Mary’s Primary strives to be a welcoming Christ-centred learning community that promotes a quality holistic education and trusting relationships in a caring and supportive environment.

SCHOOL AIMS

- To provide an integrated curriculum which caters for the individual, spiritual, emotional, social, physical and cultural development of the child.
- To develop amongst staff members, a community of faith through co-operation, communication, understanding and forgiveness.
- To encourage self-discipline, self-respect and respect for authority.
- To be just, impartial, consistent and caring in dealings with students.
- To develop an attitude amongst staff and students which reflects the teachings of Jesus.
- To foster an open, trusting spirit of genuine communication with families.
- To cultivate an awareness of the entire community.

To assist us to fulfil these aims, we urge you to be interested in your child and participate in your school. There are opportunities for social, educational and sporting interaction, and parent/teacher interviews throughout the year.

BEGINNING KINDERGARTEN CHILDREN

To help children settle into school routine, please make sure they can:

- Remember their name, address & telephone number
- Use the toilet independently
- Dress themselves (jumpers on and off)
- Use a handkerchief or tissue (to blow their nose)
- Tie shoe laces
- Recognise their name
- Know the difference between “Little Lunch” (recess) and “Big Lunch” (please pack these separately)
- Recognise their own bag (an individual mark may help)

If you wish your child to write, use lower case printing with capital letter to begin name before coming school.
2.0 PARENT INFORMATION

SCHOOL WEBSITE: Go to www.stmarysdubbo.nsw.edu.au and you will be able to review our informative school website. The website has lots of information about our school and wonderful photos. In the parent section there are lots of important links to other websites providing a wealth of information.

Login Parent – password: parent

PARENT INFORMATION NIGHTS
Parent information nights are held early in Term 1. Formal parent/teacher interviews are held at the end of Term 1, but should you wish to speak to your child's class teacher, please do not hesitate to make an appointment. Appointments can be made for either before or after school, as no interviews can be held during school hours.

NATIONAL LITERACY & NUMERACY TESTING
Commonwealth Government requires mandatory reporting according to minimum standards or benchmarks. National Testing in Literacy Conventions (Spelling, Grammar & Punctuation), Reading, Writing & Numeracy is conducted in Years 3 & 5 annually. Parents receive reports from these tests. Results of testing are analysed and used to meet the future learning needs of students.

STAFF DEVELOPMENT DAYS
The Catholic Schools Office permits us to have four pupil free days each year to work on program/curriculum development. The first staff day at the start of the school year is one of these days. The Catholic Education Office also plan professional development days when necessary.

REPORTING TO PARENTS
Opportunities will be made for parents to learn of their child’s progress at school.

Kindergarten
Term 1 - Grade Meeting for parents & Parent/Teacher Interview.
Term 2 - Mid-Year Summary & Parent/Teacher Interview
Term 3 - Parent/Teacher Interview
Term 4 - Yearly Report & Parent/Teacher Interview

Years 1-6
Term 1 - Grade Meeting for parents & Parent/Teacher Interview.
Term 2 - Semester 1 A-E Report & Parent/Teacher Interview
Term 3 - Parent/Teacher Interview
Term 4 - Semester 2 A-E Report & Parent/Teacher Interview

3.0 PARENT INVOLVEMENT

PARENTS AND FRIENDS ASSOCIATION
The Parents and Friends Association has a major role to play as a parent forum, in helping to build a true spirit of community within the school, in the interaction between parents and teachers and in fundraising. The Parents and Friends Association, as a key parent group in the school, provides a forum for parents to:

- provide input on parent priorities and suggest ideas about Catholic schooling
- work closely with principal and staff
- raise money for resources
- support students services e.g. canteen
- provide support for school programs e.g. working bees
- provide opportunities for social interaction and parents to form supportive networks
The Parents and Friends Association has a key role in developing the community of parents, students and staff. The P & F Association meets at 7:30pm in the Library twice each term usually in Weeks 3 & 7.

**P&F ASSOCIATION – HOW CAN I HELP?**

Please consider undertaking a position. Listed are the responsibilities of the various committee members:

**PRESIDENT**
- Chairs P&F Meetings
- Responsible for the smooth running of all parent events run by the P&F.
- Communicates between teachers and parents.
- Delegates jobs to other parents and asks for assistance when required.
- Informs parents in each week’s newsletter of coming P&F events.
- Advises class parents of their role
- Organises first welcome morning tea for kinder parents and new families
- Liaises with P&F and Principal

**SECRETARY**
- Responsible for handling all incoming and outgoing correspondence including Congratulations Cards, Sympathy cards, and New Baby Cards etc. to families within our school community when applicable – of the P&F meetings

**TREASURER**
- Responsible for all financial dealings and keeping of P&F accounts
- Responsible for counting, recording all P&F money and fund raising money.

**CLASS PARENTS (2 PER CLASS)**
- Liaise between teachers and parents and P&F executive to assist with various P&F functions e.g. Special Lunch Days, BBQ, etc if required.
- Welcome New Families

**FUNFAIR DELEGATE**
- Organises workshops and rosters in preparation for funfair
- Prepares notes to go into newsletter outlining progress of funfair.

**NSW PARENT COUNCIL REPRESENTATIVE**
- Receives monthly correspondence (1 newsletter)
- Reports to P&F meeting

**SOCIAL COMMITTEE (2-3 SOCIAL EVENTS PER YEAR)**
- Organises P&F events on a social basis for adults, e.g. games nights, morning tea, trivia night, dinner in 2nd and 3rd Term.

**CDF BANKER**
- 6 parents do banking on a roster basis
- Collect bank books Tuesday morning, counts and deposits money and returns books before Friday.

**THESE POSITIONS ARE DELEGATED AT THE ANNUAL GENERAL MEETING IN FEBRUARY.**

**PARENT ASSISTED PROGRAMS**
Parents are welcome to assist at the school in a variety of ways, in the classroom and the many school events that take place. School Banking, School Canteen, Playground Committee, other fundraising committees and class teachers are always appreciative of volunteers. All parents assisting are required to complete a ‘Prohibited Employment Declaration’ Form as part of the new Childhood Protection Legislation.

**SPECIAL NEEDS**
Children with special needs are well catered for at St Mary's Primary School with specialised programmes provided for children experiencing learning difficulties and also children in need of enrichment or extension. Programmes include the Talented & Gifted, Literacy & Numeracy Programs and Peer Tutor Program. Our Support Teacher coordinates the school Resource Team comprising of Integration Aides, Literacy/Numeracy Aides, Kindergarten Aides and the Aboriginal Education Worker. Together they play a vital role in meeting the learning needs of students.
4.0 POLICIES

STUDENT WELFARE & DISCIPLINE POLICY
At St Mary's Primary we aim to provide a framework for Student Welfare & Discipline which:

- Based on a philosophy of Restorative Justice.
- Quality relationships promotes quality learning.
- Promotes a sense of other. All behaviour has meaning.
- Encourages students to develop self-discipline and sense of worth, to respect the rights and feelings of others and to take responsibility for their own actions
- Ensures students, staff & parents clearly understand the school expectation of student behaviour
- Establishes a set of protocols for dealing with unacceptable student behaviour
- The pastoral care of all students is paramount
- A unified whole school approach

The school has developed a comprehensive Student Welfare & Discipline Policy based on the Gospel values & Restorative Justice. Important aspects are the area of "positive reinforcement", the House Award System and Levels of Consequences for inappropriate behaviour. Bullying is not tolerated in any form. An Anti-Bullying Policy is integrated into the Discipline Policy. Corporal punishment is not permitted at St. Mary's Primary School.

HOMEWORK POLICY
Children are given homework each week and parents are asked to assist teachers by providing supervision and encouragement. Please contact your child's teacher if there are any problems. All homework is to be done neatly and signed by parents. We do ask parents to hear their child read each night. If the child has a book that is too difficult, please return it immediately so that a more suitable book can be chosen. Reading books are to be kept in a plastic bag.

Approximate time expectation for each Grade for Reading and set homework activities:

- Kindergarten  15 minutes
- Stage 1       20 minutes
- Stage 2       20-30 minutes
- Stage 3       40-50 minutes per night

SUN SMART POLICY
The school recognises the danger posed by exposure to ultra violet solar radiation and has developed procedures in accordance with recommended guidelines.

The "No Hat - No Play" policy is strictly enforced. All children are expected to wear a school hat while outside unless exempted by a medical statement. Children who need to have a hat during play periods are expected to sit under the shade in the Infants eating area. Friday sporting competition in Terms 4 has been changed to 9:15am - 11:10am to avoid the hottest part of the day. Students are expected to wear their hats while participating in all sporting activities. Without a hat children are unable to participate in these activities.

CHILD PROTECTION LEGISLATION
New laws pertaining to Child Protection are now in effect in all N.S.W. schools as a result of recommendations from the Wood Royal Commission. Our school, like all schools, must comply with this new legislation, which helps make St Mary's Primary School a safer place for our children.

The Child Protection (Prohibited Employment) Act 1998 requires any employee in a child-related organisation to sign an Employment Declaration Form before they are allowed to work with children.

New staff must be screened and must sign an Employment Screening Form before they can work at St Mary's Primary School. Existing staff have also signed the form. Parents and volunteers, who help in any school related activities, must sign the Prohibited Employment Declaration Form. Even if you are able to assist only once per year (eg. School excursions), you must sign this form.

PRIVACY POLICY
The school has adopted the Privacy Policy of the Diocese of Bathurst. Each year a new Collection Notice is issued to parents/guardians. A Collection Notice describes personal information that the school requires to provide your children with their education. It is also a requirement of the National Privacy Act (2001) that such notices be provided to individuals. The Principal is the contact person for issues regarding the Privacy Policy.
**EXCURSION POLICY**
Excursions and field trips are planned by teachers to give children a first hand experience of their local community and the wider community for senior students. They are planned to reinforce the subject matter, concepts and skills taught across the curriculum. Students in Years 5 and 6 have the opportunity to attend overnight excursions. From a student and staff perspective, these excursions have proved to be most beneficial as curriculum enhancement activities.

**GIFTED & TALENTED POLICY**
Our school is committed to meeting the needs of all students so that they may reach their full potential. We are aware that some students may require modified programs. We therefore endeavour through consultation with appropriate professionals, class teachers and parents, together with a range of information identify these students and support them in the classroom and at times deemed necessary through group support and extension activities.

**COMPUTER POLICY**
The St Mary’s Primary School Computer Policy's main aim is to help the students develop the computer and technology skills needed in today's ever changing world. The students need to be proficient in computer skills, have sound knowledge and understanding of computers and their purpose and develop positive values and attitudes for this technology.

**STUDENT LEADERSHIP POLICY**
At St. Mary’s we believe that schools have the responsibility to develop leadership skills and talents of all students. The Student Leadership Program is based on a Parliament Model. Student Leaders are commissioned from the senior class of the school at the commencement of each school year. Each member of Year 6 is included in the leadership program and is acknowledged as such by the privilege of wearing a School Leadership badge. All Year 6 students nominate themselves for consideration as the leader in one of the six student Leadership Ministries. The leader of each Ministry is referred to as the Minister while the Deputy Leader is referred to as the Deputy Minister. The Ministries are: Religion, Social Welfare, Public Relations & Communication, Environment, Sport and Recreation & Playground, Health and Safety.

**STUDENT REPRESENTATIVE COUNCIL POLICY**
Classes from Kindergarten – Year 5 elect a student to represent their class on the Student Representative Council (SRC). The SRC provide a voice and an avenue for students to express ideas and initiate change. The Council meet regularly throughout the term to discuss issues raised from each class.

**5.0 SCHOOL CURRICULUM**
There are seven Key Learning Areas in the Primary Catholic School Curriculum in New South Wales. They are: Religious Education, English, Mathematics, Science & Technology, Human Society & Its Environment, Creative Arts & Personal Development, Health & Physical Education

**RELIGIOUS EDUCATION**
Religious Education is a focal point at our Catholic School and is woven into the daily life of the school through formal religion lessons, the integration of Christian values into other subject areas and the encouragement to live full Christian lives. Opportunities for experiencing prayer and celebrating liturgy are provided for the school family, that is, parents, staff and children. Each class develops its own prayer focus in the classroom and makes prayer an integral part of the school day.

Various events are celebrated during the year. These usually include the opening of school, Lent, Easter, Advent, NAIDOC Week, Grandparents Day, Harmony Day and other days of significance. Parents are welcome to School Masses and Liturgies and special religious ceremonies as they occur.

Students in the primary classes have Retreat Day(s) each year commencing in Year 3 with a Friendship Day. Year 4 have a Self-Esteem Day, Year 5 Leadership Camp & Year 6 have a Leadership Day in Term 1 & Retreat Day in Term 4 in preparation for High School.

The Sacramental Programs for Reconciliation, Eucharist and Confirmation are very much parish based with parents, Parish Priest and School working closely together. There is an expectation of significant parental and family involvement.
The main emphasis is:
Kinder Learning about a loving God
Year 1 Discovering the person of Jesus.
Year 2 A Sacramental Program encompassing Reconciliation.
Year 3 First Holy Communion
Year 4 Sharing God’s gifts
Year 5 Church Community
Year 6 Gift of the Spirit

ENGLISH
Includes all forms of language: Talking & Listening, Reading, and Writing.

Much is achieved by total Language Program where children are encouraged to be involved in many talking, listening, writing and reading experiences.

MATHEMATICS
Children need varied activities to help them learn number concepts. The Maths strands include Number, Patterns & Algebra, Measurement & Data, Space and Geometry and Working Mathematically.

SCIENCE & TECHNOLOGY
This key learning area aims to develop students’ competence, confidence and responsibility in their interactions with science and technology. Content strands include Built Environments, Information and Communication, Living Things, Physical Phenomena, Products & Services, Earth & Its Surroundings. These form part of our weekly program and help the children relate to their environment and to other people. Many activities require collection of pictures and information from home. Simple scientific experiments and design activities are undertaken.

HUMAN SOCIETY AND ITS ENVIRONMENT
HSIE is a key learning area in which students develop knowledge, understanding, skills, values and attitudes about people and their social and physical environments. Areas of study include Change and Continuity, Cultures, Environments, Social Systems and Structures.

CREATIVE ARTS
This syllabus develops students’ knowledge, understanding, skills, values and attitudes in the areas of Visual Arts, Music, Drama and Dance.

PERSONAL DEVELOPMENT, HEALTH, PHYSICAL EDUCATION
This is seen as a very important part of the development of children. We do some fitness activities throughout the week. Friday is Sports Day, and children wear Sports Uniform. Skills, activities, organized sport, games, tabloids, are part of the Physical Education/Health Curriculum.

LIBRARY
The Library is an integral part of the school and attempts to encompass all the aims and objectives of the school. It particularly provides support for all areas of the curriculum. The users of the school library are students, teachers, other members of staff and the school community. Parents are welcome and are encouraged to visit the library with their children.

The school library, which is fully computerised and available to all pupils, aims to provide an environment, which is welcoming and stimulating for individual and group learning. It is primarily a learning and information centre and as such is an essential resource for the planning and implementation of the teaching program at the school. To aid the development of a positive attitude toward book care, all children will be required to have a library bag. Library books are exchanged on their Library Day but please assist us by reminding them to return these books promptly. Please help children to take care of books.
Book Week is a major focus for the Library celebrated every second year. At this event the school Teacher/Librarian organizes a Book Fair and classes participate in various activities related to the theme of Book Week for that year.

INFORMATION TECHNOLOGY
The school's main aim is to ensure the children are competent and confident in the varied ways in which computers can support and enhance their learning. St Mary's Primary operates a Computer Laboratory equipped with 16 computers, data projector and other equipment. Mini labs are also set up in Grade areas. Presently we have recently installed seven Elite Panaboard – Interactive Whiteboards into the classrooms i.e. one per grade. We will install the remaining seven progressively over the next 2-3 years as funding becomes available.

PERFORMING ARTS
Several artistic performances are scheduled for all Grades. Students are exposed to dance, mime, story telling and other music related performances. Musica Viva is a performing group that come second year. The cost of these is covered by the School Resource Levy. Students also have the opportunity to perform in the Dubbo City Eisteddfod.

SPORT
Children are offered a wide variety of sports, which aim to improve their physical fitness and co-ordination. Our emphasis is on enjoyment and willing participation. All classes participate in daily fitness activities. In Kindergarten, Year 1 and Year 2 the emphasis is on developing the students’ sporting skills.
During Terms 2 & 4 students in Years 4, 5 and 6 participate in inter-school competitions in a range of sports through the Dubbo Primary Schools Sports Association.

☐ P.S.S.A Winter Sports include Hockey, Netball, Rugby League and Soccer.
☐ P.S.S.A Summer Sports include Cricket, Softball, Tee Ball and Touch Football.

Students in Years 5 & 6 also have the opportunity to be nominated in Diocesan Selection Teams in a variety of Sports throughout the year. This provides a pathway to State and National Competitions. Sports include Tennis, Basketball, Softball, Swimming, Netball, Golf, Athletics, Cross Country, Hockey, Rugby Union, Rugby League, Soccer and Cricket.

Students in Years 3-6 participate in the school swimming, athletics and cross country carnivals and if selected in the school team, students have the opportunity to progress to the northern region, diocesan, Polding & State carnivals.

Students in Kindergarten, Years 1 & 2 participate in an annual sports day with students from St. Laurence’s Primary School, St. John’s Primary School and St. Pius X Primary School.

SCHOOL BAND AND COMBINED CATHOLIC SCHOOLS BAND
Students in Years 3-6 have the opportunity to join our School Band and the Catholic Primary School's Band. The School Band is organized by our school staff and conducted by qualified staff from the Dubbo Conservatorium of Music. The Catholic Primary School's Band is under the direction of St John's College Bandmaster, Mr. Paul Dunn. With Musicorp and the Dubbo Conservatorium of Music, students have the opportunity to learn musical instruments, namely woodwind and brass instruments. The students have weekly lessons and participate in several concerts and workshops throughout the year. The School Band also competes in the Dubbo City Eisteddfod.

6.0 SCHOOL ADMINISTRATION

SCHOOL FEES
Enrolment at St Mary's Primary School Dubbo is a commitment to support St Mary's as part of the local Catholic community. One element of this commitment is the necessity to meet the fee requirements of a Catholic Infants/Primary education. St Mary's provides an up-to-date, effective and well rounded education with the support of fees paid by the parents. The initial application for Enrolment that you sign when your child commences at St Mary's Primary School includes your commitment to accept your obligation to pay School Fees as determined by the Catholic Education Office and School Principal. This states that your fees must not be in arrears for a period of 2 terms or more.

Fees are invoiced from, and payable to, the Combined Catholic School Fees Office which is located within St Johns College Administration Building, Sheraton Road, Dubbo. There are numerous payment plans and methods available to suit every family. If you are experiencing genuine problems meeting your fee
commitments or you have a change in circumstances that may impact on your account, please contact Mrs Karen Meredith or Mrs Cathy Capell on 6882 6152 or call into the School Fees Office between 9.00am and 4.30pm Monday to Friday during school terms.

Tuition Fees
Diocesan School Fee: This fee is set by the Catholic Education Office, Bathurst and discounted according to the number of children attending Bathurst Diocese Catholic Schools.

<table>
<thead>
<tr>
<th>Infants</th>
<th>Primary</th>
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<tbody>
<tr>
<td>Kinder - Yr 2</td>
<td>Yr 3 - Yr 6</td>
</tr>
<tr>
<td>$536.00 per year</td>
<td>$684.00 per year</td>
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</tbody>
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A family discount that applies to the above figure is:
- 2 children 10%
- 3 children 20%
- 4 children 30%
- 5 children 40%
- 6 children or more 50%

Grounds/Maintenance Fee

*Grounds/Maintenance fee* of $60 per family will apply. No discount is applied to these fees. This money is used to cover wages to employ a school groundsman plus associated costs related to the role.

Class Charges

The Class Charge is set by St Mary's Primary and is a rate per child. It applies to each individual year group depending on what is planned specifically for that Year Group. This covers costs for students such as administrative costs, routine maintenance, textbook/workbook purchase, art supplies, sporting events, internet costs, bus travel around Dubbo area, general stationery, Year Group excursions and Liturgy expenses.

Capital Works Levy

This levy is set by the Bathurst Diocese and funds all new buildings, as well as servicing existing loans for the schools in the Diocese.

$270.00 per year per family

Please note: There will be an increase in all fees/charges each year.

Application Fee

An Application Fee of $20.00 is payable when the application for enrolment is lodged with the school.

Excursions

The cost is based on the maximum number of students attending to cover the cost. There may, at times, be an excursion that needs to be added during the school year. This will be added to the Class Charge for the appropriate school term. The School will send home permission note for parent/s to sign and return to the school prior to each excursion taking place.

Sporting Teams: Parents must sign a contract to acknowledge they are aware their child is to try out for sporting teams and there will be costs involved if they are selected to represent St Mary's.

Loss or destruction of school property

Loss or destruction of school property will be charged to the individual concerned. This may be invoiced from the school or added to the School Fees.
Refund of fees policy
Parents are responsible for all fees incurred while the student is attending St Mary's Primary. Students who leave the School may be eligible for a refund of fees under the following conditions:

Tuition Fees
Students may be eligible for a pro-rata refund of school fees paid beyond the date on which the Student Exit Form is received or upon which the student finishes. Whichever date is the latest shall apply.

Class Charge
The only component of the Class Charge which may be refundable is the Excursions ie if your child has permission from the Principal to be absent.

Capital Works Levy
This charge is not refundable as it is paid into the Bathurst Diocese.

Refunds: Will only be considered in exceptional circumstances. The request must be made in writing stating the reasons why a refund is requested. The decision to authorise a refund is at the discretion of the Principal.

Payment options available
1) School fees are set for the whole year, but are payable over the first three terms or with one payment at the beginning of Term 1.

2) All School Fees Accounts not on an approved time payment arrangement must be cleared by the end of each term, thereby clearing all fees by the end of Term 3. Any outstanding account balances will be followed up by the School Fees Office and an interview may be required.

3) The most convenient method of paying fees is by an authorised payment programme which may continue through the whole year.

   a) Direct Debit
      i) The Catholic Development Fund can arrange to transfer payment from your bank or credit union to the School Fees Office - weekly, fortnightly or monthly. The Catholic Development Fund will absorb the Bank Transfer Charges. Direct Debit payments are calculated from February to November each year to clear by the end of November. These payments can continue over December/January, therefore allowing you to be in credit for the following year.

      ii) Direct Transfers can be made from your Pay Office.

   b) Credit Card and EFTPOS - Term or monthly payments to be arranged with the School Fees Office.

   c) Centrepay - a direct bill paying service available to customers who receive a Centrelink payment.

'The final responsibility for your School Fees account rests with you'.

SCHOOL VISITS
In the interests of student safety you are requested to go to the Office and receive a Visitor's Badge and complete the ‘Sign In/Out’ sheet while you are in the school.

NEWSLETTER/CALENDAR
The school newsletter is sent home each Monday informing you of happenings, events and general interest items with the youngest family member. Sometimes extra notes are sent on other days. When returning permission slips/notes, please return them to the class teacher to be recorded NOT to the front office. Notes or any money returned to the school should be placed in an envelope, fold the envelope, and use sticky tape to secure the money. If the envelope contains money, please write the child’s name on the outside, the amount enclosed and the reason it is sent.
At the beginning of each term a school calendar is published and sent home to parents. Most school events are highlighted on the calendar.

**CHANGE OF ADDRESS / LEAVING**
If families move house or change telephone numbers it is requested that a Student Information Update form be completed and returned to the school office. Should your family be relocating, please complete a Student Departure Information Form, which is available from the office. Please do this as soon as possible as we frequently have waiting lists for classes.

**STUDENT ABSENCES**
When a child is absent from school, Government Regulations require that a note be sent to the teacher, outlining reason/s for absence, and signed by parent/s. Phone calls for short absences are not necessary.

**NOTES FOR CHANGE OF ROUTINE**
Notes are required from parents with accompanying explanation:
- For students to be exempt from daily fitness activities
- For permission for children to leave the playground
- For ANY change in the usual routine for a child returning home from school.
- For child to leave school before lessons finish
- For child to attend an appointment during school hours
- Out of uniform.

Children are not permitted to leave the school grounds during school hours. Should a student need to leave the school a note must be presented to the teacher indicating parental permission and parents must sign ' a Sign-Out’ form located in the front office. Parents are to collect their children from the Front Office Foyer or the child’s class room.

**BUS TRAVEL**
Children must carry a BUS PASS when travelling by bus to and from school, or they will have to pay a bus fare.

**MEDICATION/SICK CHILDREN**
Should a child become ill at school office staff that has current first aid qualifications will care for them. The child's parents, or a nominated contact person, will be informed and asked to take the child home.

In the event of an accident occurring the following procedures will apply:
1) Minor Accidents (i.e. normal scratches, bruises) - the child will be treated and returned to class. If necessary parents will be contacted.
2) More serious accidents (i.e. broken limbs, serious cuts, head injury etc.) - parents (& ambulance if necessary) will be notified.

The school has a School Care Accident Insurance Policy with Catholic Church Insurances Limited which covers accidents at school or during a school activity. Please contact the office for the appropriate form if your child has an accident at school or during a school activity.

If your child needs medication at school, parents are asked to complete the Parent Consent Form indicating details of dosage and time required so the teacher has permission to administer the medication. If children have allergies, asthma or other medical conditions parents need to complete the other appropriate medical forms available from the front office.

Please try to manage medication so that it is given at school break times.

**HEALTH**
Health regulations regarding infectious diseases require that the child must be away from school for a set period of time. If your child has any of the following – a period of exclusion applies. Please contact the school for Department of Health Regulation for:
- Acute Conjunctivitis, Chicken Pox, Impetigo (school sores), Measles, Mumps, Pediculosis (head lice/nits), Whooping Cough, Ringworm, Rubella (German measles).

**TELEPHONE CALLS**
The school secretary can be contacted Monday to Friday between 8.30 am and 3.30 pm. Teachers can be contacted by telephone 8.45 am – 9 am, 12.45 am – 1.20 pm, and after 3 pm.
If the teacher is on playground supervision, or in class, a message will be taken and your call returned.
APPOINTMENTS
If you wish to speak to the Principal at length on any matter, please ring the Secretary between the hours of 8.30 am and 3 pm. Monday to Friday, to make an appointment. Where discussions at length are needed with teachers, please make an appointment at a mutually convenient time.

PICK UP – BEFORE & AFTER SCHOOL
In the interest of student safety we ask that the following procedures be observed before and after school:
- Parents bringing or collecting children by car are to use the Wheelers Lane or Myall Street entrances. Parents are requested not to park in the school car park area but park outside the school grounds and walk into the school to collect/drop off their child/children due to safety concerns. When parking in Myall Street please park on the school side so children do not cross the road.
- The Myall Street entrance is for students travelling to and from school by bus. It is closed at 9.05am and re-opened at 3.00pm. This is to ensure student safety and school security.
- The Wheelers Lane entrance is also used in the morning & afternoon for students travelling by bus.
- If students arrive before 8.40am, they are to forward immediately to the primary class lunch area in the Shed and remain seated until 8.40am. Supervision commences at 8.25am. No ball games permitted.
- In the afternoon parents who pick up their child/children are requested to collect them outside the classroom area or in front of the Canteen between 3.00-3.20pm. The children are not permitted to wait in Wheelers Lane or leave the school grounds unless accompanied by parent or guardian. A teacher will supervise students not collected from 3.00pm until 3.20pm. Students are to remain seated in the Canteen area. Any students at school after 3.20pm will be escorted to the School Office and parents/guardians will be contacted. Students will remain in the School Office and supervised until they are collected.
- Students going home by bus are instructed to move to the Myall Street entrance and wait in their bus lines inside the school grounds supervised by a staff member until their bus departs. Bus 6 students wait outside school library.

7.0 SCHOOL SERVICES

CANTEEN
The canteen operates daily and a genuine attempt is made to provide a healthy range of food at realistic prices. A Canteen Manager operates the canteen and you are invited to volunteer your assistance. Your support is always needed and will help you to meet the children as well as other parents. Lunches are available daily. Please ensure that you supply your child with a bag with name, class and order written clearly. Name is best written down the bottom of the bag. Money is placed in the bag. Please do not order ice blocks on the lunch bag.

BANKING
Pupils who wish to bank at school may open an account with the Catholic Development Fund. A member from the P&F visits the school each week for this purpose. Bank books are to be sent each Monday. Banking forms will be handed out at the beginning of the year and upon request.

BOOK CLUB
We participate in Scholastic Book Club so that the children may have access to interesting books, suited to their age and interest at a reasonable cost. We also receive free teaching resources and book rewards, based on our orders, which allows us to regularly update our library with just-published and favourite books.
A catalogue and order form is sent home with the children once per term. There is no pressure on you to purchase any books. Please assist us by:
- Returning the order form by the date specified
- Sending money and order form to the office in a sealed envelope marked Book Club with the child's name, class, and the amount of money marked clearly on the outside.
- If paying by cheque, please make it payable to St Mary’s School NOT Scholastic Bookclub.

8.0 SCHOOL UNIFORM
GIRLS

**Summer**
- **Dress:** Pink check - available in two styles
- **Jumper:** Navy Sloppy Joe with St Mary’s emblem
- **Socks:** Navy (not sports socks)
- **Shoes:** Black leather
- **Hat:** Navy
- **Ribbon:** Navy or pale pink

**Winter**
- **Slacks/Tunic:** Maroon
- **Jumper:** Navy Sloppy Jo with St Mary’s emblem
- **Blouse:** Fawn with school tie
- **Stocking/socks:** Navy
- **Shoes:** Black leather
- **Sports Jacket:** Navy - may be worn over Sloppy Joe
- **Hat:** Navy
- **Ribbon:** Navy or maroon

BOYS

**Summer**
- **Shirt:** Short sleeved blue shirt
- **Shorts:** Regulation grey school shorts
- **Jumper:** Navy, Sloppy Joe with St Mary’s emblem
- **Socks:** Grey with school stripes
- **Shoes:** Black leather
- **Hat:** Navy

**Winter**
- **Shirt:** Long sleeved blue shirt with school tie
- **Trousers:** Regulation grey school trousers
- **Jumper:** Navy, Sloppy Joe with St Mary’s emblem
- **Hat:** Navy
- **Socks:** Grey with school stripes
- **Shoes:** Black leather
- **Sports Jacket:** Navy – may be worn over Sloppy Joe

SPORTS UNIFORM - BOYS
- **Shorts:** Navy knit with St Mary’s emblem
- **T-Shirt:** Gold with St Mary’s emblem - Year 6 has special sports T-shirt
- **Socks:** Navy sports socks
- **Joggers:** Sports shoes
- **Tracksuit:** Navy with St Mary’s emblem
- **Hat:** Navy

In winter a gold skivvy may be added for warmth.

SPORTS UNIFORM - GIRLS
- **Shorts:** Navy knit with St Mary’s emblem
- **Skirt:** Navy with St Mary’s emblem (optional alternate to shorts).
- **T-Shirt:** Gold with St Mary’s emblem - Year 6 has special sports T-shirt
- **Socks:** Navy sports socks
- **Joggers:** Sports shoes
- **Tracksuit:** Navy with St Mary’s emblem
- **Hat:** Navy
- **Ribbon:** Gold

In winter a gold skivvy may be added for warmth.

MARKING CLOTHES

All articles of clothing, School and Sports, must be clearly marked with student’s name. Many articles of clothing are lost because children do not recognize their own belongings. If your child loses any article at all, please see the teacher immediately.

PLEASE MARK ALL BELongINGS

HAIR/ACCESSORIES
- Hair should not be coloured or streaked
- Micro plaits, dreadlocks are not acceptable
- Long hair must be tied back
• Maroon ribbons/scrunches are acceptable
• Nail polish & makeup are not acceptable
• Earrings - 1 pair of sleepers or studs
• Bracelet - 1 medical or solid bracelet only
• Ring - signet or plain band
• Neck Chain - single with religious cross or medal

PLEASE NOTE:
• For Sports days only, students are to wear correct sports uniform to school.
• No Diocesan, Polding or other representative clothing is to be worn. The exception being the Year 6 school t-shirt for students in Year 6 being worn for sport and PD/H/PE lessons only.

To parents, who wish their children to have a rich and satisfying experience of school life, I would give the following advice:

Be generous of your time and effort.
Your generosity will be repaid both in the rewards your children will reap and in the friendships you will make. Schools can be centres of belonging for parents as well as for children, and can give an extra social dimension to your life.

Be supportive of teachers and of school policies
If you have criticism or complaints, discuss them with the teacher concerned or with the principal. Criticism in front of the student will undermine their faith in the school and their personnel.

Give your children’s school the benefit of your expertise and ideas.
You, the school and its students will the richer for it.

See the principal and the staff as allies –
Our common concern is the development of each child to achieve their full potential.