St Margaret Mary’s School Vision

St Margaret Mary’s students are independent lifelong learners inspired by Gospel values and empowered with a sense of purpose and responsibility. They confidently engage with others and are equipped with skills to adapt to an ever-changing world.

www.smmspotswood.catholic.edu.au
**CONTENTS**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>2015 Staff Listing</td>
<td>4</td>
</tr>
<tr>
<td>2015 Term Dates</td>
<td>5</td>
</tr>
<tr>
<td>School Times</td>
<td>5</td>
</tr>
<tr>
<td>Fee Structure</td>
<td>5</td>
</tr>
<tr>
<td>Curriculum Levy</td>
<td>5</td>
</tr>
<tr>
<td>Enrolment Application Fee</td>
<td>5</td>
</tr>
<tr>
<td>Education Maintenance Allowance</td>
<td>5</td>
</tr>
<tr>
<td>School Uniform</td>
<td>6</td>
</tr>
<tr>
<td>Religious Education</td>
<td>8</td>
</tr>
<tr>
<td>Library</td>
<td>8</td>
</tr>
<tr>
<td>Reporting Policy</td>
<td>8</td>
</tr>
<tr>
<td>Beginning of the Year</td>
<td>9</td>
</tr>
<tr>
<td>Excursions and Outdoor Education</td>
<td>10</td>
</tr>
<tr>
<td>Newsletter</td>
<td>10</td>
</tr>
<tr>
<td>Collection of Money</td>
<td>10</td>
</tr>
<tr>
<td>Lunch Orders</td>
<td>10</td>
</tr>
<tr>
<td>School Crossing and Parking</td>
<td>10</td>
</tr>
<tr>
<td>Medication</td>
<td>11</td>
</tr>
<tr>
<td>Infectious Diseases</td>
<td>11</td>
</tr>
<tr>
<td>Fundraising and Social Group</td>
<td>11</td>
</tr>
<tr>
<td>Maintenance Team</td>
<td>11</td>
</tr>
<tr>
<td>After School Care</td>
<td>11</td>
</tr>
<tr>
<td>Enquiries</td>
<td>12</td>
</tr>
<tr>
<td>Enrolment Reminder</td>
<td>12</td>
</tr>
</tbody>
</table>
INTRODUCTION

St Margaret Mary's School has an enrolment of approximately 164 students in seven classrooms for the 2015 school year. It is the relatively small number of students that enables us to provide personal care and attention for each individual.

We see it as our privilege and pleasure to be involved in your child's education and always endeavour to take seriously our roles as educators.

We at St Margaret Mary’s our committed to work with families to form young citizens with a sense of faith, optimism in the future, a clear sense of justice and social responsibility.

We recognise that not all children will be ready to learn the same thing at the same time in the same way. Children’s development and learning styles and experiences do not fall neatly into age-grade expectations. Our approach to teaching and learning reflects this and we do not base objectives for children on age alone. We deliver a developmental curriculum that responds to the needs of each child.

Under the guidance and leadership of our Parish Priest, Fr. Ian Ranson, our school aims to meet the academic, physical, social and spiritual needs of the children.

St Margaret Mary’s parish community provides the opportunity for all to be involved and nurtured in friendship and faith.

St Margaret Mary’s invites and encourages high levels of parental involvement and participation, valuing partnership between all in the community. This sense of community provides students with an added dimension from which personal and academic formation can greatly benefit.

Many opportunities are open to allow for your involvement and partnership in the development of you and your child:

- School Board
- Fundraising and Social Group (FSG)
- Maintenance Team
- Pastoral Council
- Finance Committee
- Liturgy Team
- Catechetic
- Classroom helpers
- Working bees

Andrea Richards
Principal
**ST MARGARET MARY’S STAFF IN 2015**

**SCHOOL LEADERSHIP**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Andrea Richards</td>
</tr>
<tr>
<td>Deputy Principal/ Learning &amp; Teaching / Religious Education Leader</td>
<td>Samantha O’Dwyer</td>
</tr>
<tr>
<td>Student Wellbeing Leader</td>
<td>Kath Novak</td>
</tr>
<tr>
<td>Mathematics Leader</td>
<td>Catriona Murphy</td>
</tr>
<tr>
<td>Literacy Leader (Junior)</td>
<td>Simone Laurie</td>
</tr>
<tr>
<td>Literacy Leader (Senior)</td>
<td>Maria Sedunary</td>
</tr>
<tr>
<td>ICT Leader</td>
<td>Simon Devlin</td>
</tr>
</tbody>
</table>

**ADMINISTRATION**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>Pauline Rimmer</td>
</tr>
<tr>
<td>Office Staff</td>
<td>Marie Paton</td>
</tr>
</tbody>
</table>

**CLASS TEACHERS**

<table>
<thead>
<tr>
<th>Class</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Kath Novak / Andrea Moscato</td>
</tr>
<tr>
<td>Junior A</td>
<td>Simone Laurie</td>
</tr>
<tr>
<td>Junior B</td>
<td>Catriona Murphy</td>
</tr>
<tr>
<td>Middle A</td>
<td>Karen Aston</td>
</tr>
<tr>
<td>Middle B</td>
<td>Maria Sedunary / Andrea Moscato</td>
</tr>
<tr>
<td>Senior A</td>
<td>Simon Devlin</td>
</tr>
<tr>
<td>Senior B</td>
<td>Stephanie Lee</td>
</tr>
</tbody>
</table>

**SPECIALIST PROGRAMS**

<table>
<thead>
<tr>
<th>Program</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italian</td>
<td>John Cruikshank</td>
</tr>
<tr>
<td>PE</td>
<td>Emma McGuirk</td>
</tr>
<tr>
<td>Art</td>
<td>Emma McGuirk</td>
</tr>
<tr>
<td>Information Management</td>
<td>Andrea Moscato</td>
</tr>
</tbody>
</table>

**SUPPORT ROLES**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Recovery / Individual Needs Leader</td>
<td>Teresa Germano</td>
</tr>
<tr>
<td>P – 4 Numeracy Intervention</td>
<td>Susan Rose</td>
</tr>
<tr>
<td>Sports Leader</td>
<td>Emma McGuirk</td>
</tr>
</tbody>
</table>

**LIBRARY**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Marie Paton</td>
</tr>
</tbody>
</table>

**LEARNING SUPPORT OFFICERS**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Anne O’Connor</td>
</tr>
<tr>
<td></td>
<td>Robyn Madigan</td>
</tr>
<tr>
<td></td>
<td>Ange Vassallo</td>
</tr>
<tr>
<td></td>
<td>Vicky Norris</td>
</tr>
</tbody>
</table>
YEAR 2015 TERM DATES

Term 1: Wednesday 28th January – Friday 27th March
   (Easter, 3rd to 5th April)
Term 2: Monday 13th April – Friday 26th June
Term 3: Monday 13th July – Friday 18th September
Term 4: Monday 5th October – Wednesday 16th December

SCHOOL TIMES

School Begins: 8.50 am
Recess: 11.00 - 11.30 am
Lunch: 1.30 – 2:15 pm  (Wednesday Lunch: 1 pm - 1.45pm)
School Finishes: 3.15pm

Children beginning Prep will start will attend the next four weeks on Mondays, Tuesdays, Thursdays and Fridays only. Full-time attendance will commence on Monday 4th March.

Children arriving after 9.00 am or leaving prior to 3.15 pm must be signed in or out at the office by a parent/guardian before the child enters/leaves the classroom.

FEE STRUCTURE

2015 school fees are $1595 per family, charged once per year (fees to be paid in full by the end of Term 3).
All enquiries regarding school fees should be directed to the office.

CURRICULUM LEVY

A Curriculum Levy composite fee of $275 is charged for each child. This fee includes books, stationery, sport levies, library, incursions and some excursions.
(Levy to be paid as soon as possible after invoicing)

ENROLMENT APPLICATION FEE

The enrolment fee is $100 per child and is payable at the time of submitting the enrolment application. If your child is accepted and the offer is not taken up, the enrolment fee is forfeited. Applications for enrolment close on 31st May.

SCHOOL TRANSITION AND ORIENTATION
A school transition and orientation program is conducted in Term Four for children and parents (younger siblings are most welcome). Letters will be sent out with details.

SCHOOL UNIFORM

Children are expected to wear correct school uniform at all times. It is our view that the correct school uniform gives a student a sense of identity and belonging, as well as pride in their school.

Uniforms can be purchased from Double C Jeanery, Triholme Ave, Laverton 7 days a week. Phone: 9369 4307.

BOYS

Summer

- light blue short-sleeve button up shirt
- navy bomber jacket with gold stripes on trim
- navy shorts
- navy socks
- black shoes

Summer Sport

- gold short-sleeve polo shirt with navy stripes on trim and school logo
- navy shorts with school name
- white socks
- white runners (as plain as possible)

Winter

- long navy drill pants
- gold polo shirt,
- navy woollen jumper with gold stripes on trim
- navy socks
- black shoes.

Optional extra (not alternative) – navy bomber jacket with gold stripe on trim and school logo may be worn over jumper.

Winter Sport

- School tracksuit (rugby top with school logo and matching pants)
- white socks
- white runners (plain as possible)
- The tracksuit is purchased as a set, however size variations between tops and pants is an option if required.
**Girls**

**Summer**
- navy blue/white/gold check dress
- white socks
- black shoes.

**Summer Sport**
- navy netball skirt and bloomers or sports shorts (*as for boys*),
- gold short-sleeve polo shirt with navy stripes on trim and school logo
- white socks
- white runners *(plain as possible)*

**Winter**
- navy tunic or navy trousers (*as for boys*)
- gold polo top
- gold/blue hair ribbon *(if required)*
- navy woollen jumper with gold stripes on trim
- navy tights
- black shoes

Optional extra *(not alternative)* – navy bomber jacket with gold stripe on trim and school logo – *may be worn over jumper.*

**Winter Sport**
- School tracksuit *(rugby top with school logo and matching pants)*
- white socks
- white runners *(plain as possible)*

**Hat**
Navy legionnaire hat with school logo *or* navy broad-rimmed hat with school logo.

**Misc.**
- navy bag with school logo *(optional)*
- optional navy spray jacket
- navy or gold headband/scrunchies
- all shoulder length hair must be tied back

Please be aware that uniform requirements will be policed regularly and parents notified if the child is wearing the incorrect uniform. The only generic items acceptable are plain white sport socks (not anklets) and hair bands and hair ties.
RELIGIOUS EDUCATION

Religious Education is an integral part of our school program and filters through to all aspects of school life. Each class has regular religion lessons based on the Religious Education Guidelines of the Archdiocese of Melbourne.

We endeavour to develop in the children an awareness of themselves and their relationship with God, with other people, with the world and with the Church.

The children are prepared for initial reception of the sacraments at the following stages:

Year 4  Reconciliation & Eucharist
Year 6  Confirmation

They also have the opportunity for class prayer, Mass and Reconciliation as part of their normal religious education program.
The overall approach teaches that God is a God of love who loves, cares and gifts us with every good thing and we have a need to respond to Him.

LIBRARY

One of the main aims of the library is to foster in children a love of reading and an appreciation of literature. This is achieved in a variety of ways, e.g: sharing stories, films, drama, activities, etc.

Children are encouraged to borrow a book, and time is allocated in each library lesson for children to browse and choose their own book. They are also free to change their book during the week. Library loans are for one (1) week only and children are expected to have a library bag to protect their book.

Helpful hints:

- Read to your child on a regular basis
- Encourage your child to borrow books regularly
- Remind your child to return books on time
- Younger children can share their story with you
- Show an interest in what your child reads
- Encourage and take your child to the local library

REPORTING POLICY

Two-way communication is essential so parents and teachers work in partnership. Parents are encouraged to contact their child’s teacher at any time to arrange a meeting.

It is envisaged that general reporting to parents be undertaken at several different stages of the year:
**Beginning of the Year**

On Tuesday 10th February, the Junior and Senior school will be conducting Parent Information Evenings. During these sessions, the teachers will inform Parents about the curriculum that will taught in their child’s year level everyday matters regarding their child, important dates that Parents need to know and other important information.

The Senior school Information session will be held between 6.30pm – 7.30pm.

The Junior school Information session will be held after this at 7.30pm – 8.30pm.

**All Parents are strongly encouraged to attend these sessions.**

**Term 2**

Early in Term 2, a 10-minute time slot (convenient to both parent and teacher) is made available to discuss the child's progress. This is an opportunity for both Teachers and Parents to discuss the child’s progress – what they are working well in and any areas for concerns.

At the 10-minute interview, every effort is made by the teacher to give an accurate, frank and honest representation to parents. Both parties, parents and teachers, should feel free to discuss and question in a constructive, positive manner, with the aim of promoting further progress in the child.

**Term 3**

Early in Term 3, a 10-minute time slot (convenient to both parent and teacher) is made available to discuss the child's progress. A written report will be sent home prior to the interview. This report will have the following aspects:

- A list of key competencies in each curriculum area on which the child will be rated according to a key.
- A descriptive comment related to the specific achievements of the child.

Each of the Key Learning Areas from the AusVELS will be assessed, along with assessment in Religious Education. This written report on the child's progress emphasizes the child's achievements and successes and has an overall positive tone. This report will be written on the School's acknowledged form and will remain the property of the School.

At the 10-minute interview, every effort is made by the teacher to give an accurate, frank and honest representation to parents. Both parties, parents and teachers, should feel free to discuss and question in a constructive, positive manner, with the aim of promoting further progress in the child.

**End of Year (Optional)**

At this stage, the teacher sends to the parents the final written report for the year. This report will take the same format as the earlier one. Parents will have the opportunity to have an optional 10-minute interview with the classroom teacher, if they so desire.
EXCURSIONS AND OUTDOOR EDUCATION (CAMP)

Excursions (and incursions) are an integral part of the life of St Margaret Mary's School. We strive to provide a variety of active, enjoyable learning experiences outside of the school environment. Fortunately, there is often an opportunity for parents to participate in these excursions and gain the same benefits!

The school also undertakes an Outdoor Education program that provides an opportunity for the children to develop independence and life skills.

NEWSLETTER

A newsletter advising you of events at the school, important dates, etc. will be issued weekly via email and the TIQBIZ app. It is imperative that you read the newsletter and keep up with what's happening at St Margaret Mary's. This is also available on the School website. Please email the school on the office account office@smmsspotswood.catholic.edu.au please use the word newsletter and your child’s name in the subject line to receive your emailed copy each week. The TIQBIZ app information pamphlet is available from the office.

COLLECTION OF MONEY

Money for camps, raffles, photos, etc. should be sent in the school envelope supplied, with the child's name, the teacher's name and details of the money clearly printed on the envelope. (Please send correct money) Money for these activities should be given directly to the classroom teacher. Extra envelopes are available at the office or from your child’s teacher.

LUNCH ORDERS

A lunch order service is provided every Monday, Wednesday and Friday. Orders are collected from and delivered to the school. A copy of the lunch order list will be sent home at the beginning of each term. Parents are asked to order only what is on the list.

Please ensure that the correct money is placed with the order, as lunch will not be supplied if insufficient money is enclosed.

SCHOOL CROSSING AND PARKING

St Margaret Mary's School has a crossing in Hudsons Road that is manned every morning and evening. Please obey parking signs and the directions of the school-crossing attendant.

Parents are asked to park in the areas designated by street signs, especially in Arras Street. Parking officers police these areas on a regular basis and the fines are substantial. There is now also a disabled parking bay for morning and after school drop-offs.
MEDICATION

Students who will require medication to be administered whilst at school will need to have the relevant medication supplied and a current 2015 Permission to Administer Medication Form signed by the parents. **No medication will be administered without this form.** All medication which students may need during school hours is kept in our sickbay. Please ensure all medication you supply is well within the expiry date. Epi Pens and Asthma medication we ask that it have at least 6 month until its expiry.

INFECTIOUS DISEASES

Childhood diseases such as chicken pox, measles, mumps, or even the common cold, spread very quickly through a class, or a whole school. **If your child is ill, please keep him/her home to reduce the risk of the whole school being infected and to ensure the child's comfort during illness.**

Head Lice need to be treated when/if they occur and your child needs to be free of infestation with proof of treatment, before returning to school.

If your child becomes ill at school, he/she will be sent to the office and assessed by the staff member in charge of First Aid. If necessary, you will be contacted and requested to collect your child.

If your child is too ill to attend school, please keep him/her home. **We would be grateful if you could telephone the school to report his/her absence.** Please also send a note when the child returns to school.

FUNDRAISING AND SOCIAL GROUP

St Margaret Mary's Fundraising and Social Group (FSG) has traditionally organised fundraising and social activities for the School. It is comprised of parents who are willing to meet, discuss and organise social activities and different methods of raising essential funds. Your involvement would be greatly appreciated.

MAINTENANCE TEAM

The maintenance team co-ordinates general maintenance activities by mapping out, in advance, a working bee timetable. They also co-ordinate the working bees on the actual days. Your involvement would be greatly appreciated.

BEFORE/AFTER SCHOOL CARE

A before and after-school care program is delivered by CAMP AUSTRALIA in our School and Parish Hall. For information please call Camp Australia on 0452247159
ENQUIRIES

Should a parent have a query regarding a school matter, it is advised that they contact the office to make an appointment to see initially the class teacher concerned or the Principal.

ENROLMENT REMINDER

- When completing your Prep enrolment, please ensure that you include copies of the following:
  - Birth (or extract of birth) certificate.
  - Baptism certificate.
  - Immunisation certificate (available from your local Council (Immunisation book is not acceptable). This is a legal requirement.

Please be advised that enrolments will not be finalised until all documentation and enrolment fee is received by the School.

*Please note that term dates, times and fees are correct as of February 2015 and are subject to change.*