



Information Booklet 2025

St Mary's Primary School, Hamilton



'LOVE ONE ANOTHER, JUST AS I HAVE LOVED YOU!'

St Mary's Primary School Information Booklet

Our History

St Mary's Primary School is a Catholic school located in Hamilton, Western Victoria. St Mary's has a current enrolment of approximately 250 students from the surrounding parish and district.

The Parish school was established in 1858 in Lonsdale Street by Nicholas Flynn and his wife Margaret. The school has been blessed with the governance and involvement of the Loreto Sisters (1905-24) and the Good Samaritan Sisters (1924-2014). The school retains the values of the religious orders that served the local community and which continue to inspire the educational family at St Mary's.

In 1905 the school took up residence at the Coleraine Road site and was an educational home to primary and secondary aged children from the Parish until the late sixties. From that time the school dedicated the curriculum to the primary years when Maryknoll College was established for secondary girls and later, Monivae College became co-educational. For 106 years the Coleraine Road site was a place where the local Catholic community made a connection with teaching and learning with many families dedicating generations to the St Mary's story.

In 2011 St Mary's completed the construction of its current



facilities in Hiller Lane and relocated the school community for the commencement of Term 2 of that year.

Since then, the important work that was started in 1858 has continued. Underpinning everything that happens in our school is our commitment to making the presence of Jesus obvious to everyone who enters. We promote this in the way we treat each other, in our relationships and in the atmosphere of respect, co-operation and friendship.

Our Vision

Inspired by the person of Jesus and in partnership with our community, we pursue fullness of life for all.

Mission Statement

In accordance with the tradition of the Good Samaritans;

- Everything we do at St Mary's is inspired by the person of Jesus and His Gospel message.
- In partnership with our students, staff, families and Parish, we work together to provide a safe, supportive and inclusive environment.
- We are committed to the development of each individual; spiritually, socially, emotionally, physically and academically.
- The safety and dignity of each child in our community will be recognized, respected and affirmed.



Contact Details

49 Hiller Lane,
Po Box 788
Hamilton, 3300

Telephone 03 5551 9000

E-mail

principal@smhamilton.catholic.edu.au

Web address

www.smhamilton.catholic.edu.au

PARISH PRIEST
Fr Patrick Mugavin

PRINCIPAL
Mrs Terrielynn Groves

DEPUTY PRINCIPAL
Ms Tania Stevens

BUSINESS MANAGER
Mrs Helen O'Brien

SECRETARY
Mrs Shannon Smith

School Term Dates 2025

Term 1	Wed 29 th January	Fri 4 th April
Term 2	Mon 28 th April	Fri 4 th July
Term 3	Mon 21 st July	Fri 19 th September
Term 4	Mon 6 th Oct	Fri 19 th December

School Term Dates 2026

Term 1	Wed 28 th January	Thursday 2 nd April
Term 2	Monday 20 th April	Friday 26 th June
Term 3	Monday 13 th July	Friday 18 th September
Term 4	Mon 5 th October	Friday 18 th December

School Hours

Monday to Friday

8.55am – 11.00am

RECESS

11.30am – 1.20pm

LUNCH

2.10pm – 3.15pm

- School opens at 8.30am
- The first bell for the day is at 8.45am to remind students and teachers that it is time to organise themselves for a day of teaching and learning.
- Students move to their classrooms at this time and ensure that they are ready to start working when the next bell rings at 8.55am.
- Punctuality, whilst an important life skill, is vital to assist good learning. The bell to indicate the start of learning time sounds at 8.55am. It is expected that all students have arrived in plenty of time so that instruction time is not lost during the most productive time of the day.
- Supervision is provided by members of staff for students from 8.30am until 3.45pm.
- At least three staff are on duty at recess and lunch times.
- No child is to leave school before the dismissal bell unless permission has been granted. In these circumstances the student/s need to be signed out in the register at the Office.
- Students that travel by bus are met by a staff member at the Monivae Bus Exchange in the morning and walked back up in the afternoon. Monivae students also use these buses.

Enrolling



If you are interested in enquiring about enrolment at St Mary's please begin by contacting the school and making an appointment to meet with the Principal.

APPLICATION

Parents should complete an Enrolment Application Form. Copies of birth and baptismal certificates are to be included with the application. An immunisation certificate is also required. Upon receipt of this form an acknowledgement letter will be sent to parents. When enrolments close, the Principal will arrange an interview with the child and parents if required. Enrolments will be accepted or rejected according to the School's Enrolment Policy. Enrolment at St. Mary's entails an obligation to co-operate with the school in all matters pertaining to education. Our enrolment policy outlines the

procedures for enrolment at St. Mary's in detail.

TRANSFER

If children are transferring from another school, a transfer form is required from the previous school. Copies of the child's previous reports and samples of work are also valuable to the class teacher.

PREP YEAR

A child's first year at school is a momentous one for both the child and his/her family. During this first year of school we will be building on and formalising the learning process that began at birth.

Parents can show their children how important school is by being interested in what the child is doing at school, by following up work (such as home reading) at home and by being involved in the class and school when possible. From this commitment by parents, children can see that school is both worthwhile and important, that it can be fun and that the teacher is a partner with their parents in helping each child achieve to the best of his/her ability.

It is the practice of the school for students in Prep to have a rest day at home each Wednesday in Term 1, until the long weekend in March. We have found that this makes the transition from kindergarten to school a little easier, particularly during February and March when the weather can be draining.

Curriculum

St Mary's School endeavours to offer a balanced curriculum where each child is encouraged to develop to their full potential in a caring and supportive environment. Underpinning everything that happens in our school is our commitment to make the presence of Jesus obvious to everyone who enters our school. We promote this in the

way we treat each other, in our relationships and in the atmosphere of respect, co-operation and friendship.

St. Mary's works to provide a curriculum which covers the essential aspects of children's cognitive, cultural and spiritual development. The curriculum is challenging, innovative and dynamic and presented by passionate and creative teachers.

Teaching and learning strategies begin with and build upon the existing experiences of the learners. Skills are then expanded and refined. These skills will equip the children for further learning and for meaningful involvement in our society.

The use of data, gathered throughout the year, provides the starting point for explicit teaching.

Religious Education

At St Mary's School we aim to support the parents as educators of their children in faith.

We take into account the uniqueness of each child in their ongoing faith formation.

Drawing from the life experiences of the children, we follow a comprehensive and sequential P – 6 Religious

Education program incorporating the gospel values, liturgical seasons and the local calendar.

Through our teaching and learning activities we aim to:

- develop a knowledge of our Catholic faith and what it means to live out the message of Jesus in our world today;
- provide students with an experience of formal and informal prayer, thus giving them an opportunity of growing in a relationship with God;
- provide opportunities for Sacramental preparation and celebration.



Our program is planned using the *Awakenings* document; which provides guidelines to Catholic Schools in the Ballarat Diocese.

HOW WE LEARN!

Literacy



Working independently

Students are supported and encouraged in the development of independent learning skills. From their early years students develop responsibility for their learning and make good choices about how they work within a group.



Teacher focus group

Through the day small groups of students participate in learning activities targeted at their learning needs. A teacher focus group specifically targets the learning required by students with similar learning needs.



Support for learning

When students are identified as having difficulty with specific areas of learning, staff work with individuals or small groups to support and scaffold the learning of basic skills required.

The St Mary's Literacy program sees reading, writing and speaking and listening being integrated in a supportive and stimulating environment in which independent and reflective critical thinking is fostered.

Our literacy program operates under the beliefs and understandings that all students can achieve a high standard if they are given sufficient time and support in their learning. We believe that high expectations and early interventions to deal with learning problems are essential to successful learning outcomes. Our teachers are able to articulate the "what" and the "why" of what they do and are given the right conditions and support to allow them to teach all students to a high standard.

OLSAL - Oral Language Supporting All Learning

The OLSAL framework runs throughout the school and provides students with opportunities to improve their oral language which supports their reading and writing skills. The four pillars of the framework are: phonological awareness, vocabulary, complex sentences and story grammar which connect effectively with other areas of the curriculum. Teachers also moderate the amount of time they spend talking during learning time and direct and encourage student learning conversations with their peers to check and build understanding. Staff are very excited by the academic results of this focus on oral language and find students very engaged in the learning opportunities provided.

Literacy Intervention

MiniLit

For those students who are deemed as needing extra time and support with their literacy development, the MiniLit program is offered during Grade 1 & 2. Research has shown MiniLit to be a most effective small group acceleration program for early intervention in literacy. The MiniLit program is offered to students selected under a strict set of criteria, through a lesson with a MiniLit trained LSO or teacher, four or five days a week.

MultiLit

MultiLit is a reading tutor program for students in Grades 2 – 6. It is a one on one program taken by a trained MultiLit trained LSO or teacher.

MacqLit

MacqLit is a reading intervention program aimed at students in Grade 3 and above. The program is designed to teach children appropriate strategies for reading and spelling. It is delivered by a trained MacqLit LSO or teacher, five days a week.

Numeracy

The St Mary's Numeracy program aims to provide children with a variety of mathematical experiences that are both enjoyable and challenging. We aim to give the children confidence to extend their understandings and to explore real life maths concepts.

A one-on-one numeracy interview is used in Prep, Gr 1 and 2 as a form of data collection, which provides information concerning Numeracy growth. This data shows the student's growth in numeracy and is also used at the start of the following year to know where each student is situated in their understanding and knowledge of mathematical concepts.



The ongoing collection of data throughout the year drives daily teaching.

Integrated Curriculum

At St Mary's we integrate the learning areas of Science, Humanities, Health, The Arts and Information Technology into a program that is sequential throughout the school. In the implementation of this program, we follow the inquiry approach with an emphasis on thinking skills which assist in the development of independent, responsible learning. By presenting units of work in this way we believe that students gain a deeper understanding of topics covered and develop higher order skills in a variety of areas. Staff spend time planning together to ensure continuity and quality activities and concepts.

Library

The school library houses a variety of resource materials. All children are encouraged and expected to borrow books from the school library throughout the year.

All children need to have a library bag to protect the books on the way to and from school and whilst in school bags. The children are encouraged to develop a responsibility for the

care of library books they have borrowed.

Physical Education/Health

At St Mary's each class participates in at least one session of Physical Education per week. The children are required to wear their sports uniform (relevant days are communicated at the beginning of the year when timetables are being devised). Details of the sports uniform are included in the Uniform Guidelines which can be found within this booklet.

As well as the regular Physical Education lessons, children participate in a supervised swimming program each year.

Students also take part in our school athletics carnival, cross country and in interschool sports with the Hamilton Primary School Sports cluster.

Students are encouraged to bring along a piece of fresh fruit, eaten at 'Fruit Time' around 10.00am each day.

Languages

St Mary's offers children the chance to learn Indonesian as a second language. Students

from Grades Prep – 6 participate in Indonesian language/cultural classes once a week.

Democratic Principles

Programs and teaching are delivered in a manner that supports and promotes the principles and practice of Australian democracy. This includes a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance

Respect our school

Do your best

Help others to succeed

Pastoral Care

The St Mary's Pastoral Care Policy reflects the shared vision of a caring, healthy and respectful Catholic community. All members of the school are encouraged to display a greater awareness of those around them and to have respect for themselves and for others.

Our school works to be an environment where each person is supported to be the best person they can be.

Each member of the school community is encouraged to take responsibility for their actions with suitable strategies in place to promote a sense of fairness and justice where students, staff, parents and friends demonstrate qualities of tolerance, understanding and acceptance.

School rules are minimal and are positive in their approach rather than emphasising the negative.

Awareness of, and concern for others is of the utmost importance at all times. Acceptable standards of behaviour are set and maintained and at all times the welfare of each child is recognised and promoted.

These standards help to develop the child's respect for self and others; this then enables the education program to be carried out in an orderly and pleasant atmosphere which gives each student an equal opportunity to learn.

Students are expected to take responsibility for their behaviour and actions and are encouraged to consider consequences prior to making choices.

Our school rules are concerned with the fostering of positive attitudes towards self, others and the school environment and reflect and promote our school values.

The role of discipline in the school is to positively reinforce the expectations of the home. Children like to know what is expected of them and where they stand. Discipline is directed towards fostering self-discipline, a sense of responsibility and honesty and thought in action.

School Wide Positive Behaviours

In 2020, St Mary's started the implementation of the behaviour framework called School Wide Positive Behaviours, across the whole school. This evidence based framework aims to create a positive school climate for preventing and responding to behaviour problems in our school. Here, positive behaviour is explicitly taught and retaught just as we would for any curriculum area.



Restorative Practices at St Mary's Primary School

Restorative Practices (RP) is a way of viewing relationship-building and behaviour management in schools that works to strengthen community among students and between students, teachers and parents, through educative processes.

In the RP philosophy, conflict or wrongdoing is seen as causing harm to people and relationships, and there is an obligation first to repair this

harm in order for the people involved to move forward. It is a way of educating students towards self-regulated right behaviour that is respectful of all concerned. In particular, it puts the onus back on the wrongdoer to be truly accountable for their behaviour and to repair any harm caused to others.



Student Reporting

The communication between parents and teachers regarding student progress is vital.



Learning Conversations, involving child, parents and classroom teacher, are held during Term 1 (compulsory) and Term 3 (optional). Teachers encourage parents and students to participate in these meetings in order to be fully involved in the education process. This enables them to have a clearer understanding

of student progress, achievements and areas in need of attention.

Written reports are issued twice yearly, at the end of second and fourth terms. Parents may wish to meet with teachers at other times and this is encouraged. In these circumstances arrangements are made for a mutually suitable time. Teachers will also request an interview with parents if they have concerns.

If you would like to discuss your child's learning with their class teacher please contact the teacher to arrange a time.

The Learning Journal provides a snapshot of learning activities and performance over the year. The Learning Journal is sent home at the end of each term to allow parents the opportunity of viewing samples of their child's work.

Our staff use apps and other technology to capture learning in the classroom, particularly Seesaw.



School Finances

To bridge the gap between the cost of educating a student and the amount of money funded to Catholic schools, it is necessary to charge monetary fee. It is a matter of fairness and justice that all families endeavor to contribute to the running of the local Catholic School.

Basically, income to a Catholic School is derived from three sources:

a. Government Grants

These cover such areas as salaries, superannuation, Workcare, interest on the capital debt and central office levies.

b. Local Contribution

This comprises School Fees, interest and donations, ie. fundraising.

c. Classroom Income

This comprises:

i. Government Education Allowance

– this allowance is issued to the school to assist in providing materials used by the child in the classroom

ii. Student Fee

– this is charged at the beginning of each year and is necessary to supplement the Government Education Allowance in the area of classroom expenses.

School Fees

Three types of fees are payable by parents whose children attend St Mary's School:

a. Student Fees

These meet the cost of running the classroom for the year. Costs include

- Books and stationery used by individual children
- Class texts, art materials, library expenses, photocopying, sports, music, some excursions, visiting entertainers, etc.

In 2025 this fee is \$300 per student.

b. School Fees

These are set to meet the local contribution. Please note that this is a family fee and is not payable for each individual student. Fees can be paid on a fortnightly, term or annual basis. Accounts are sent out during the school year. Punctual payment is appreciated.

In 2025 this fee is \$1315 per family.

c. Capital Fees

To meet the running costs of the school these fees are invoiced to all families during the year. Fees are set by the School Council at a level that falls within the guidelines set by the Catholic Education Office Ballarat. They are sufficiently realistic to assist in meeting the financial requirements of the school without placing undue burden on school users.

The Capital Fee per family in 2025 is \$255.

Families experiencing difficulties with their payment of fees are asked to discuss the matter with the Principal or Business Manager. All conversations are treated with dignity and confidentiality.

Family Fee Assistance Scheme

If you are a holder of a current Health Care Card you may be eligible to claim Family Fee Assistance from the school. For more information, or to complete a form, please see the Office staff. More information is included in the weekly newsletter at the beginning of the school year.

Direct Debit & EFTPOS facilities are available, for details please contact the Business Manager through the Office.

Fees are due and payable by the end of June each year.

This does not apply if a payment plan is in place.

Parent Involvement

At St Mary's we believe that a successful education program is determined by the quality of the relationship between the school and the home.

We believe that a quality education program exists when the goals of the school coincide with the aspirations of those it directly serves and the ethos of Catholic Education.

By the very nature of our school, community and parent involvement is embedded in its existence. Catholic schools historically grew from the expressed needs and involvement of Catholic parents.

Parental involvement has to be a distinctive feature of a Catholic school because it is you, the parents, who express the need for Catholic Schools and hence send your child to one.

At St Mary's we pride ourselves on our level of parental involvement. There are many ways in which you can be involved in the school. Indeed, parents are encouraged to be involved as much as possible in order to maximise their child's potential for learning.

Parents assist with learning programs, swimming and sporting events, camps and excursions and other extra-

curricular activities. Parents also assist through the School Advisory Council.

Please note that it is the policy of our school that all volunteers hold a current Working with Children Check. For more information and to begin the process please visit the website of the Department of Justice and Regulation:

<http://www.workingwithchildren.vic.gov.au/> Checks are free for volunteers.



Communication between school and home is encouraged. Teachers will notify parents of any change in a child's attitude, behaviour, work patterns – when such signs are obvious. Parents have a fundamental right and responsibility to be involved in their child's education. If you have any concern in relation to your child's progress, the curriculum, school procedures or incidents at school, please feel free to seek an appointment with the teacher concerned and/or the Principal.

There are numerous times throughout the year where parents are called on to assist in the activities and presentation of the school. It is appreciated when families are interested and willing to support their school in its endeavours to provide the best it can for all members of the school community.

School Advisory Council

St. Mary's School Advisory Council brings together, in a spirit of co-operation, the Parish Priest, Principal, representatives of parents, teachers and parish so that responsible, informed advice can be given to the Principal regarding the decision making process of the school. It is principally a consultative body that represents the parent body concerns and needs for the future.

The School Advisory Council functions are to:

- i. assist with the preservation and promotion of the school's Catholic ethos and culture.
- ii. provide the opportunity for members of the school and parish communities to support the mission of Catholic Education in the school.
- iii. assist in the development of policies and procedures to support the school and ensure compliance with CEO policy requirements.
- iv. be mindful that the governing school authority, the Diocesan company DOBCEL, retains the right to make the final decision

- v. on policy recommendations made by the Council.
- vi. be mindful of the role of the Principal and staff and their associated professional and legal responsibilities in regard to implementation of policy. The School Council has responsibility to provide advice in areas such as:
 - Curriculum offerings
 - Educational policies for the school, e.g. reporting, homework
 - Student welfare policies, e.g. pastoral care, discipline
 - Parent support processes
 - Other matters as requested by the Parish Priest or Principal.



www.stmaryshamilton.org.au

Parish Priest:

Fr Paddy Mugavin

Mass Times

We invite all school families to join us for our Sunday celebrations. We have a children's liturgy session each Sunday morning and regularly offer a cuppa after Mass.

Parish News



St Mary's Primary School is part of the Saint Mary MacKillop Parish and enjoys a close relationship with our church community.

Staff and students regularly gather with members of our parish to celebrate Mass, pray, mark special occasions and participate in social justice activities.

Families are encouraged and welcome to build a connection with our Parish to further support and enhance their child's development.

Address:

23 Dinwoodie Street,
HAMILTON VIC 3300

Phone:

(03) 5571 1161

Office hours:

Tuesday to Friday, 9am to 4pm

E-mail:

hamilton@ballarat.catholic.org.au

Website:

advertised at the start of each school year.



	1 st Sunday	2 nd Sunday	3 rd Sunday	4 th Sunday	5 th Sunday
Hamilton (6pm Vigil)	Mass Fr Paddy	Mass Fr Paddy	Mass Fr Paddy	Mass Fr Paddy	Mass Fr Paddy
Hamilton 10:30am	Mass Fr Paddy	Mass Fr Paddy	Mass Fr Paddy	Mass Fr Paddy	Mass Fr Paddy
Penshurst 8:30am	No Service (To Ham)	Mass Fr Paddy	SAWC	Mass John McK	Mass Fr Paddy
Dunkeld 8:30am (Mass)	Mass Fr Paddy	No Service (To Glen)	Mass John McK	SAWC	SAWC
Glenthompson 8:30am	SAWC	Mass Fr Andrew	No Service (To Dunkeld)	Mass Fr Paddy	SAWC
Macarthur 8:30am	No Service (To Ham)	SAWC	Mass Fr Paddy	SAWC	Mass John McK

Sacramental Program

St Mary's School and Parish offer a Sacramental Program each year for those who choose to participate. The program is open to anyone in Grades 3-6. First Reconciliation, Confirmation and First Eucharist are all received in the same year.

Families are asked to attend Sunday Mass throughout the program. Children are supported with resources and guidance throughout the year.

An invitation to take part in the Sacramental Program will be

Wednesday Meet Up

St Mary's Parish extends an invitation to all parents of primary school children to come along to our 'Wednesday Meet Up'.

Bring along your toddlers or come on your own. We aim to provide a welcoming atmosphere where your presence will be valued. Activities will keep your children entertained and we will provide you with a cup of tea or coffee and morning tea.

Details:

Each Wednesday during school term
9.30am — 11.30am
Cost: \$2 per family
Mary MacKillop Centre
Enquiries to Kymhan Watson
on 5571 1161.

Administrative Details

Absences

Parents are expected to inform the class teacher or front office via phone or email of the reasons for a child's non attendance. If it is known that your child will be absent for an extended period of time, it would be appreciated if you could inform the school office or the class teacher. Parents must make contact with the school by 9.00am each morning if a student is absent.

Accidents

Staff members are responsible for minor First Aid. Details of student illness and accidents are recorded in the school accident book and parents are notified via a form being sent home.

Parents are notified if their child needs to be collected from school due to accident or ill health.

The Principal, when informed of an accident requiring medical attention, will act in accordance with the information supplied on the student's enrolment form and the most recent Parental Consent Form. If the child needs to be taken to the doctor or hospital urgently, a teacher, or some person known to the child, will accompany the child and stay with them until the parent or nominee arrives to take over the situation.

Therefore, it is vital that the school has the contact

numbers of the parents and emergency contacts up to date at all times.

In the case of an emergency the following action may be taken; ambulance called, child taken to hospital or to the Doctors' clinic.

Parents are reminded that it is their responsibility to be covered by Ambulance Insurance.



Medication

Parents must advise staff if a child is taking medication that has to be administered at school and there is no other alternative. To assist staff, parents must complete a medication form at the office with information containing correct dosages, times, etc. Medication must be handed to the office staff and not be kept in a student's school bag.

Parents are requested to let the classroom teacher know if their child is receiving medication that may affect the child's progress or behaviour at school.

Specific Medical Conditions

Students who have been diagnosed with Asthma, Anaphylaxis or Diabetes must have a management plan, which is developed in conjunction with their doctor and health care team. This plan must be provided to the school. Families of these students are required to provide their own medication (e.g. Ventolin, Epipen, Insulin) and equipment (e.g. Spacer, blood glucose meter) for students to have access to these at school at all times.

Change of Personal Information

It is most important that records held by the school are up-to-date. If there is a change in address, phone or emergency contact, employment, family circumstances or medical details it is essential that the school be notified.

Lunch

The children sit down in their designated areas to eat their play lunch and lunch together each day. They bring their lunch to school in an appropriate, clearly marked container.

Parents are encouraged to ensure that all of the food their child brings to school is healthy and will sustain their energy required for learning.

Foods high in sugar do not assist in working with concentration during class time.

Excursions and Local Educational Visits

On excursions it is the responsibility of the Principal to approve the visit and to ensure that there is adequate supervision. If public or private transport is involved when leaving town, a written statement granting permission for their child to participate will be obtained from parents.

Short trips on foot outside the school grounds and bus trips within the town boundaries are part of the normal teaching process and are not regarded as excursions requiring written permission. Provided the pupils are under adequate supervision and control, the Principal has the right to approve such trips. Permission for these trips is covered by the Parental Consent Form which is distributed, signed and returned at the beginning of each year.

Camps and Day Trips

St Mary's has an established camp program. Camps and excursions are planned around class curriculum, mainly focusing on the Personal and Social Capabilities.

Staff endeavour to keep the associated costs to a minimum.

Books, Pencils etc.

All materials required by the students in class are provided by the school and are covered in the payment of school levies.



At the beginning of the school year there may be minor items that are required. Parents will be informed by the teachers if this is necessary

Travelling To and From School

Children need to understand the manner and procedure for travelling to and from school. Consistency with how this occurs each day is a big help to both staff and children. Naturally any routine will need to be broken from time to time. If this is the case, a note to the classroom teacher and office would be appreciated.

Children who travel on the bus need to be familiar with the procedures that relate to bus travel. The country buses are co-ordinated by Public Transport Victoria (PTV).

Parents must apply for travel through the PTV website www.schoolbusapplication.ptv.vic.gov.au

Any child who is not a regular passenger on a country school bus, but who for some reason seeks to travel on a bus for a limited time must contact the school office listing the following information: name of school bus, (example Woodhouse), drop off point for student/s and date/s of travel, in order to obtain a Bus Pass. If your child is a regular bus traveller but is not going home by bus parents must notify the Office before lunch time on the day concerned.

Parents must fill in a bus permission slip which details the days and the bus the student will be travelling on. This allows

our bus roll to be up to date and helps ensure safe travel.

There is a town bus service which is available for students to use. The service map and timetable are available from our school website or the office.

Children need to be taught how to conduct themselves near public roads to ensure their safety and that of other road users.

Students that travel by bus are met by a staff member at the Monivae Bus Exchange in the morning and walked back up in the afternoon. Monivae students also use these buses.

Only students in Grades 3 – 6 may ride their bicycle to school (students are not permitted to ride scooters/skateboards to school). If bicycles are to be used, adequate training and safety procedures should be taught to the child by the parents. Helmets must be worn at all times when riding to and from school. Students are not permitted to ride through Monivae or St Mary's properties.

Visitors

All parents and visitors remaining in or entering the school grounds once the school day has commenced must sign the visitors' register at the office. On leaving the school visitors need to sign out.



Assemblies

A whole school assembly is held every 2nd Friday afternoon starting at 2.55pm and is livestreamed on our Facebook page. This is an important time together as a school and builds our spirit of community.

During this time we pray our school prayer, recognise student achievements, celebrate birthdays and collect house points.

Money

If money is sent to school for any reason the student is required to hand it to the classroom teacher or place it in the class office case. These cases are then sent to the office. The money should be in a sealed, clearly labelled envelope.

Notices/Newsletter

The school newsletter is sent out via Seesaw and email every Friday. School accounts are sent home with the oldest child in the family. Notices for inclusion in the newsletter are to be in to the school office by Thursday afternoon.

The newsletter is also available online via the school's website www.smhamilton.catholic.edu.au under the 'Newsletter' tab.

Your child's homeroom teacher will send home information on how to connect to Seesaw at the beginning of the school year. This app is a great way for you to keep in touch with events, activities and information from school in order to support your children's learning.

Toys

It is not wise for children to bring their own toys to school. The school will not be responsible if they are lost or broken. Toys brought to school for classroom programs are not to be played with in the playground.

NO TOYS from home allowed!



Thank you for your understanding!!

Uniform Policy

It is the policy of St Mary's School that all children be required to wear a school uniform. The uniform should be serviceable, practical and affordable. The Uniform Policy of St Mary's School aims to:

1. maintain and protect an atmosphere of unity, equality and belonging.
2. promote pride in the school and in the individual.
3. instill a sense of belonging to a community.
4. maintain a positive and consistent appearance amongst the children of the school community.

- The school uniform should be worn at all times. All pupils should be neat and tidy.
- Any review of this Policy and its guidelines should be done in consultation between parents, students and staff.
- Parents are expected to send a note along to explain any temporary deviations from the school uniform in their children in order to prevent misunderstanding.
- The school uniform requirements will be published each year in the Information Book.
- Any alteration to the school uniform should allow for a "phase in" period of 2 years.
- Parents are asked to clearly label articles of clothing.
- Lost items can be found in the lost property basket located near the accessible toilet.
- Hair, if long, should be tied back with navy hair ties/ribbon.
- Jewellery is not to be worn with the exception of a watch, fitness tracker (guidelines attached) and stud or sleeper earrings.
- Nail polish, temporary tattoos etc are not to be worn to school.

- During wet weather times children may be required to remove their shoes upon entering the school.
- School hats must be worn appropriately during Terms 1 and 4

GUIDELINES FOR WEARING A FITNESS TRACKER TO SCHOOL

1. Fitness trackers can be worn at the discretion of families. No responsibility will be taken by the school for the damage or loss of these items.
2. Fitness trackers are not to be used in class time for anything other than telling the time **unless** advised by a staff member.
3. Misuse of a fitness tracker by a student will result in the item being removed from the student until the end of the day and then sent home. The student will not be able to wear it at school for the next four weeks. The homeroom teacher will phone parents/carers to inform them of this decision.

Summer Uniform:

Dress:

St. Mary's blue check, Peter Pan collar.

Shirt:

Pale blue, short sleeve.

Shorts:

Navy.

Jumper:

Navy blue with red and blue V.

Socks:

Navy blue – regulation school socks.

Hat:

Navy blue with St. Mary's Emblem

Shoes:

Black

Brown Sandals:

May be worn on very hot days without socks.

Winter Uniform

Kilts:

St Mary's tartan and style

Shirt or Skivvy:

Pale blue, long sleeve.

Trousers:

Navy blue trousers – not shorts.

Jumper

Navy blue with red and blue V.

Socks or Tight:

Navy blue – regulation school socks and tights.

Shoes:

Black

Beanies can be purchased from school for the winter months.

Sports Uniform

Rugby Top:

Navy with red, green, blue and yellow stripe with St. Mary's Emblem.

Trackpants:

Plain navy – N.B. no stripes.

Polo Shirt:

Navy with St. Mary's Emblem and House coloured detail on the side.

Shorts/Skorts:

Navy

Socks:

Plain white, navy or black.

A navy blue school hat with St. Mary's Emblem must be worn in Terms 1 and 4.

Coats are also available for winter.

St Mary's School uniform can be purchased at Accurate Clothing

124 Gray St, Hamilton VIC 3300,

(03) 5572 1375

St Mary's School Prayer



This is our school,
Let peace be found here,
May the rooms be full of happiness.

Let love be here,
Love of one another,
Love of all people,
Love of life,
And love of God.

Let us remember:
It takes many hands to build a house,
And many hearts to make a school.

Hail Mary...