



St Mary's College Toowoomba

Forming young men of faith, integrity, action and excellence

St Mary's College Primary Handbook



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Getting Started in 2026

The College Day

The College Day commences at 8:30am. Primary students are to lock their bags in their lockers immediately upon arrival and then move out of the Primary building.

School concludes at 3:05pm each day, except on Wednesdays, when school concludes at 3:00pm.

First Day

Students in Years 5, 6, 7 and 12, and new students commence the academic year on Wednesday, 28th January 2026.

Full academic uniform is to be worn on this day.

All students commencing on Wednesday are asked to meet in ANZAC Place (off Hill Street) at 8:30am. Senior students will be located around the College from 8:15am to greet you. Primary students will assemble here with their bags.

All students will move to their classrooms under the guidance of their teachers at 8:35am.

Please note that this day is a full school day and classes will conclude at 3:05pm.

Pick Up & Drop Off

Margaret Street and Hill Street are the designated locations where you may deliver and collect your son from school each day.

West Street is a clearway and therefore no parking is allowed. Students are required to cross roads at designated pedestrian crossings and traffic lights. Both crossings on Margaret and Hill Street are supervised from 7:45am - 8:30am and 2:55pm - 3:40pm.



Structure of the School Day

Monday	Tuesday	Wednesday	Thursday	Friday
Mentor 8:30-8:50am (20)	Mentor 8:30-8:40am (10)	Lesson 1 8:30-9:40am (70)	Mentor 8:30-8:50am (20)	Mentor 8:30-8:40am (10)
Lesson 1 8:55-10:05am (70)	Lesson 1 8:45-9:55am (70)	Lesson 2 9:45-10:25am (40)	Lesson 1 8:55-10:05am (70)	Lesson 1 8:45-9:55am (70)
1st Break 10:05-10:45am	Lesson 2 10:00-10:40am (40)	1st Break 10:25-10:55am	1st Break 10:05-10:45am	Lesson 2 10:00-10:40am (40)
	1st Break 10:40-11:15am			1st Break 10:40-11:15am
Lesson 2 10:45-11:55am (70)	Lesson 3 11:15am-12:25pm (70)	Lesson 3 10:55am-12:05pm (70)	Lesson 2 10:45-11:55am (70)	Lesson 3 11:15am-12:25pm (70)
Lesson 3 12:00-1:10pm (70)	Assembly 12:30-1:10pm	Lesson 4 12:10-12:50pm (40)	Lesson 3 12:00-1:10pm (70)	Lesson 4 12:30-1:10pm (40)
2nd Break 1:10-1:40pm	2nd Break 1:10-1:40pm	2nd Break 12:50-1:10pm	2nd Break 1:10-1:40pm	2nd Break 1:10-1:40pm
Lesson 4 1:40-2:20pm (40)	Lesson 4 1:40-2:20pm (40)	Years 7-12 Sport 1:10-3:00pm Primary Classes 1:10-3:00pm	Lesson 4 1:40-2:20pm (40)	Lesson 4 1:40-2:20pm (40)
Lesson 5 2:25-3:05pm (40)	Lesson 5 2:25-3:05pm (40)		Lesson 5 2:25-3:05pm (40)	Lesson 5 2:25-3:05pm (40)

Important Information

Transport

St Mary's College offers students a private bus service for \$200 per term. Please visit [Bus Service | St Mary's College, Toowoomba](#) for more information or email smc-bus@stmaryscollege.com if you have any questions.

Other bus companies that service St Mary's includes Bus Queensland, Stonestreet Coaches and Hubbards Coaches. Eligibility for the School Transport Assistance Scheme can be confirmed with Department of Transport and Main Roads, Translink Division.

If travelling to and from school via bicycle, ensure all road safety rules are followed, including the wearing of a helmet. Bikes ridden to school are to be kept on school grounds.

Absences

The College is to be notified by parents of all student absences by 9:00am on the day of the absence. Parents can notify the College by the following communication methods:

- The St Mary's College, Toowoomba App
- Email through to reception@stmaryscollege.com
- Phone the College on 07 4631 7333

The same applies for late arrivals and early departures. It is expected that students will participate fully in all College activities and attend on all term dates.

Assemblies

Primary Assembly

The Primary has a short assembly after Mentor and on Wednesday mornings. Messages are read out by the Primary Leaders and are also emailed to the students. These messages will include information and reminders for the week. These can be accessed at home also by the students in the Student Portal.

College Assembly

A more formal whole College assembly is held each Tuesday in the ERCC at 12:30pm.

Booklists

Booklists for all year levels are available on our school website and linked below. Orders can be placed through Browns Stationery.

- Years 5 and 6 Booklists - [Primary College | St Mary's College, Toowoomba](#)

Class Teachers

5B - Zoe Richardson RichardsonZ@stmaryscollege.com

5G - Fiona Penfold PenfoldF@stmaryscollege.com

5W - Nicola Crank CrankN@stmaryscollege.com

6B - Morgan Prior PriorM@stmaryscollege.com

6G - Stephen Coren CorenS@stmaryscollege.com

6W - Wilna Van Rhijn (Mon - Thurs) VanRhijnW@stmaryscollege.com & Sheryl Pilkington (Fri) PilkingtonS@stmaryscollege.com

6N - Mark Gregson GregsonM@stmaryscollege.com

Learning Support - Maddy Parks-Moller Parkes-MollerM@stmaryscollege.com

Correspondence

Correspondence from the College will predominantly be via Edsmart (email).

Staff may also send emails directly to parent email addresses. Only parents who have been listed to receive communication on the enrolment application will be contacted.

If you have any concerns, please contact your son's class teacher in the first instance.

Communication

Newsletter

Our College Newsletter is distributed to families fortnightly on a Thursday via email and can also be found on the [College website](#). The College Newsletter includes comprehensive information regarding the Primary and should be used to be kept up to date regarding events.

St Mary's College App

Please download the St Mary's College Toowoomba App. Available on iPhone and android devices. This is used for reminders or to inform families of any changes to planned activities. The App is also used to update families on return times from excursions and camps.

Information regarding using the College App can be found [here](#).

Parent Portal

You will receive an email from (bounce@messaging.sentrail.com.au) with your parent portal login details. Access is restricted to current members of the College community with each user requiring a username, password and access key. From the Parent Portal you can access all information regarding your son, including his timetable, assessment results, absences etc.

Information regarding using the Parent Portal can be found [here](#).

Parent access to Canvas will be emailed by Edsmart to parents shortly.

Student Portal

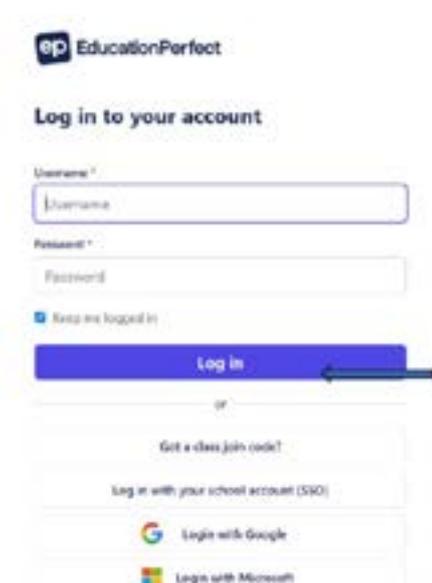
At the beginning of the school year, each student will be supplied with an email address and username to access the Student Portal – portal.office.com.

From here, students can view their timetable, contact their teachers directly via email, access Canvas (also accessed through College website) and nominate for such things as sporting teams.

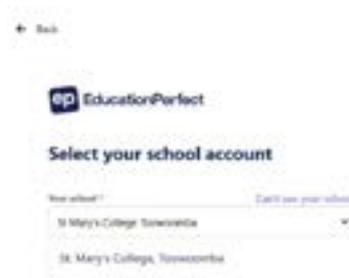
Education Perfect

Education Perfect can be accessed at home using the same student email address and password. However, please:

1. Click on the Log in with your school account (SSO):



2. Type in our school and then select:



3. You should then be logged in.

Pastoral Care

St Mary's College has a pastoral system with four houses - Bowdler, McGoldrick, Purcell and Waterford.

Each student is allocated a house for his time at St Mary's. These houses provide a foundation for the mentoring program and various sporting and social activities.

Each house is divided into mentor groups of approximately 20 students from Years 5 - 12. This allows the older students to mentor the younger boys in their group.

Mentor meets each Monday, Tuesday, Thursday and Friday at 8.30am.

Uniform

Please click [here](#) to read about the uniform at St Mary's College, including the policy, guide and price list.

From Monday to Thursday, primary students wear the formal uniform. On Friday, they wear their sport uniform.

College Uniform Shop

The College operates a new and second-hand uniform shop, located in Herries Street. Opening Hours:

- Monday: 7:30am - 9:30am
- Tuesday: 2:30pm - 4:00pm
- Thursday: 8:00am - 9:00am

To avoid uniforms being unreturnable if lost, ensure all items are labelled with the student's name. School hats and bags are recommended to have the name embroidered on them for easy identification. Lost property items can be found at Student Reception.

Mobile Phones (Years 5 & 6)

Primary students are to secure their mobile phone in their school bag in their locker on arrival until they leave the Primary building each afternoon.

Lockers

Each Primary student is allocated a locker located outside their classroom. Students are provided with a key and a snap-hook key ring to keep their key secure. Lockers must remain locked throughout the day, and students are expected to bring their key to school each day.

If a key is lost, it can be replaced by paying \$10 at Front Reception and giving the receipt to Mr Coren. If the snap-hook key ring is lost, students will need to replace this themselves.

Laptops

Laptops must be used responsibly at all times and are strictly prohibited for gaming. They remain the property of the school and are to be treated as learning devices, monitored directly by the teacher and remotely by IT staff. When not in use, laptops must be left in the classroom on charge, and they are not to be taken home by primary students under any circumstances.

Library

The College Library is available to students before and after school and during both breaks to access resources, borrow books, to complete homework and as a safe place out of the weather. The library is supervised from the below times:

- Monday to Thursday: 7:30am - 4:05pm
- Friday: 7:30am - 3:05pm

Homework Club will be running on Thursday afternoons, from 3:00pm - 4:00pm.

Primary students also have one lesson in the library each week where they can borrow books to be read in the classroom and or at home.

Learning Support

This year our Year 5 and 6 Learning Support Teacher will be Maddy Parkes-Moller. Our Learning Support team will work alongside classroom teachers, guidance counsellors and wellbeing staff to support students with additional learning needs through personalised adjustments and modifications to teaching and learning. Our goal is to ensure every student is supported to reach their full potential.

If you have any concerns, please make contact with your child's classroom teacher as a first point of call. From here, the classroom teacher can discuss with our Learning Support team.

Homework

Homework will be set on a weekly basis in both year levels. Year 5 will begin in Week 4, and Year 6 will receive their homework in Week 3 to be collected in Week 4. Each cohort will have the same homework, but it may be handed out and collected on different days.

- Year 5 should complete approximately 30 minutes x 4 per week
- Year 6 should complete approximately 45 minutes x 4 per week

Responsible Thinking Process (RTP)

As a Responsible Thinking Process (RTP) school, we address behaviour that does not meet expectations through calm, structured reflective questioning. This helps students pause, consider their choices, and choose more positive actions.

The RTP questions and Responsible Thinking Classroom (RTC) are used consistently across classrooms and playgrounds to ensure a predictable approach. When required, students may be sent to the RTC to reflect under the supervision of the RTC teacher.

The RTP process supports genuine behaviour change. It is regularly discussed with students and families, and all staff are trained in its use.

Merits

A Merit at St Mary's College is an acknowledgement given to students who demonstrate positive behaviours, strong work habits, or actions that reflect the College's values. Merits recognise moments where students go above expectations - whether through effort in learning, respectful behaviour, leadership, kindness, or contributing positively to the school community.

Merits are used to reinforce and celebrate the behaviours we want students to display every day. They form part of our broader approach to encouraging responsibility, positive choices, and a supportive school culture.

Parents are notified by email when their son receives a Merit. Merits contribute to House Points and are also entered into a weekly raffle drawn at assembly, providing students with both recognition and reward for positive behaviour and effort.

Tuckshop

The St Mary's College Tuckshop is open every day from 7:45am for breakfast, morning tea and lunch breaks.

We pride ourselves on providing quality, nutritious food at a reasonable price for your son. We make the majority of our food onsite using fresh meat and vegetables, keeping pre-processed food to an absolute minimum and baking most biscuits and cakes onsite.

Our Tuckshop Manager ensures a wide variety of healthy and filling meals are provided for College students and staff.

[Please click here to view the Tuckshop Menu.](#)

Sporting Opportunities

Sport

All students participate in sport at St Mary's College. Years 5 and 6 participate in sport on a Friday afternoon. This Interschool Sports Program runs throughout the year and may be subject to change. Chess is also offered all year except during Term 2. Students nominate for Friday sports teams at school.

Term 1: AFL and Chess

Term 2: Athletics Training

Term 3: Rugby League, Soccer and Chess

Term 4: Cricket, Touch Football and Chess

Further information will be sent home regarding Term 1 sport.

Other Sporting Opportunities

In addition to the regular Friday sport program, students have the opportunity to join a variety of competitive sports throughout the year. Options include Football, Futsal, Rugby League, Touch Football, Basketball, and more.

All available sports are advertised on the SMC App. Students can nominate by completing the sign on forms located in the Student Portal. Submitting a nomination allows students to trial for selection and, if selected, attend team training sessions.

Representative Sport Trials

Trials for Darling Downs representative teams are advertised through school notices and via the SMC App. These notifications are sent out regularly. Students who nominate are expected to meet the commitments outlined in the school's Co-Curricular Contract.

Swimming Carnival (5th February)

The College Swimming Carnival will be held at Milne Bay Pool on Thursday, 5th February. Families are asked to organise transport to and from the venue. For students who are unable to arrange their own transport, College buses will be available to assist.

Supervision at the pool will be provided from 8:00am, and rolls will be marked at 8:30am.

Further information will be provided closer to the event by the Sports Department.

Swimming Trials for 10, 11 and 12 Yrs Age Groups

On Friday, 30th January, at the SMC College Pool we will host trials for our younger students. While we encourage all boys to participate in the trials, it is not mandatory, as we are primarily seeking to identify our best competitors in each house group to compete. Boys participating need to ensure that they have appropriate swimming attire, swim shirt, towel and goggles.

10 Years (Born 2016) & 11 Yrs (Born 2015): Years 5 & 6 - Lesson 3, 11:15am -12:25pm (Students to change at 11:15am)

12 Years (Born 2014): Years 6 & 7 - Lesson 4, 1:40pm - 3:00pm (Once they are finished, they will return to class).

Music

The College has a vibrant music program spanning many offerings. Musical training has been proven to assist students in academic success promoting analytical skills, fine motor skills, creative thinking and leadership skills. Music students are tutored by excellent teachers drawn from both the College music department and professional music studios in the community.

Students who enrol in private tuition at the school, or who are involved in external musical tuition are encouraged to audition for our extensive ensemble program. Any students may participate in private Music Tuition as part of their education at St Mary's College by sending an enquiry to Mrs Leanne Peters via email at petersl@stmaryscollege.com.

Primary Music

At St Mary's, the music program begins in Year 5, where students learn an instrument as part of the curriculum. The program returns to classroom music in Year 6; however, at the end of Year 5, students have the option to continue with their chosen instrument by joining our ensemble programs or taking private lessons if they wish to further their musical development.

Primary Camps

Camps at the College are a compulsory component of the school calendar. They provide a fantastic opportunity for students to grow in confidence, build independence, and strengthen friendships with their peers.

Year 5

In 2026, our Year 5 students will join St Mary's from a variety of schools. To support them in forming new relationships, a three-day orientation camp will be held.

The camp will take place at Camp Somerset, 1180 Stanley Pocket Road, Crossdale, from Wednesday, 11th February to Friday, 13th February.

Year 6

The Year 6 camp will take place at K'gari from Tuesday, 8th September to Friday, 11th September.



Map of the College



1. Brother's House - Administration
2. Bishop Kelly Building
3. Archbishop Dunne Primary Building
4. Brother Treacy Building
5. T.P. O'Brien Library
6. Archbishop Duhig Building
7. Bishop Byrne Building
8. Centenary Court
9. Bishop Brennan Building
10. Manual Arts
11. Archbishop Copas Building
12. Anzac Place
13. Maintenance Shed
14. Uniform Shop (225 Herries St)
15. Edmund Rice Cultural Centre
16. Oval
17. Clive Berghofer Stadium
18. Pool

Important Dates for Term 1

- 3rd February: Primary Leadership Induction
- 4th February: All Families Liturgy and BBQ
- 5th February: Swimming Carnival at Milne Bay
- 9th February: Parent Information Evening
- 10th February: Opening Mass
- 11th-13th February: Year 5 Camp
- 17th February: Academic Awards Assembly
- 19th February: School Photo Day
- 27th March: Show Holiday
- 2nd April: Cross Country

College Term Dates 2026

- Term 1: 28th January-2nd April 2026
- Term 2: 21st April-26th June 2026
- Term 3: 14th July-18th September 2026
- Term 4: 6th October-4th December 2026

School Holiday Dates 2026

- Easter Break: 3rd April-20th April 2026
- Winter Break: 27th June-13th July 2026
- Spring Break: 19th September-5th October 2026
- Summer Break: 5th December 2026

College Contact Details

Office Hours: 8:00am – 4:00pm

Phone: 07 4631 7333

Email: reception@stmaryscollege.com

Street Address: [129 West Street, Toowoomba QLD 4350](#)





Mary's College est 1899 †

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www.stmaryscollege.com