



# ST MARY'S COLLEGE

EST. 1869

## 2019 PARENT HANDBOOK

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## VISION STATEMENT

*Our vision is to be a community of truth,  
committed to empowering young women  
through a broad and dynamic education.*

As a Dominican community of truth, St Mary's College values:

**TRUTH** - where we encourage young women to live with integrity, by pursuing truth through the Gospel of Jesus Christ, and through their relationships, actions and scholarship.

**FREEDOM** - where we invite young women to recognise their own dignity and to uphold the inherent dignity of each person, by living and honouring the freedom of the Gospel to which we are called.

**COMMUNITY** - where students form meaningful relationship and connections with peers and staff that enable them to find a place where they belong.

In our pursuit of truth, freedom & community, we are constantly drawing strength from our rich educational and spiritual tradition.

St Mary's College has adopted the Dominican motto, *VERITAS (Truth)*, as its motto, for it is only in the pursuit and acceptance of truth that we reach our full potential in the spiritual and secular aspects of our lives.

## HISTORY

St Mary's College was established in December 1868, when seven Dominican Sisters arrived in Adelaide from Dublin, Ireland. They came in answer to the call of the Bishop of Adelaide, Rt Rev. L.B. Shiel, and took up residence in three small cottages on the corner of West Terrace and Franklin Street.

The doors of St Mary's first opened to students on February 2, 1869, making it the oldest school for girls in South Australia. In 1898, the building now known as the Boylan building, was blessed and opened. Since that time, the Moore building (1966) and the Kavanagh building (1987) added student accommodation.

In 1991, part of the Boylan building was refurbished as a Year 12 area and in 1994 facilities for Music, Drama and Technology were opened. From the beginning of the 1995 school year, the College has had access to the Convent buildings including the historic Chapel. New primary classrooms, new Art, Science and Home Economics facilities and a Gymnasium on the western end of the property were opened in 1996.

Further developments include the updating of student facilities, increased access to information and communication technology for all students and the Centre for the Performing Arts which opened August 2006.

In 2010, the College commenced two separate building projects in alignment with the Federal Government funded Building Education Revolution Project. The first being the refurbishment of the upper floor of St Catherine's Building, where the woodwork and textiles rooms were completely redesigned into a modern Design Suite accommodating the new approach to Design in the Middle School.

The second, and bigger project, was the building of a new Library/Resource Centre, Out of School Hours Care facility and three Junior School classrooms. The three rooms are to accommodate the Junior School single stream class structure of Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6. This larger project was completed early 2011 with the Opening Ceremony being held on 5 May 2011.

## COLLEGE LEADERSHIP STRUCTURE

St Mary's College is an order-owned Catholic school in the Dominican tradition with students from Reception to Year 12 whose social, emotional, spiritual and academic needs are paramount.

The **Leadership Team** of the College consists of the

- Principal
- Deputy Principal
- Director of Teaching and Learning
- Director of Student Wellbeing
- Assistant Principal: Religious Identity and Mission (APRIM)
- Director of Junior School
- Director of Middle School
- Director of Senior School

The **Director of Teaching and Learning** has delegated responsibility for the curriculum of the College.

Comprehensive details of the College curriculum for students from Reception to Year 12 are given in the separate Curriculum Booklet which is updated and published annually. A copy can be viewed on the College website.

The **Director of Student Wellbeing** oversees all areas of student wellbeing including:

- Development of Personal Responsibility matters (including issues related to working on online and social networking sites)
- Policy development
- Uniform follow up
- Child Protection Curriculum and Social Education
- Positive Education, to name a few.

The **Assistant Principal: Religious Identity and Mission (APRIM)** is responsible for the development, implementation and oversight of Religious Education programs in the school and provides leadership to the College community for class and whole school liturgies and retreats, important in the faith and spiritual development of all students.

**Directors of Junior R-6, Middle 7-9, Year 10 and Senior 11-12 School** have general oversight of students in their year levels to ensure the wellbeing of all members of the student community.

The **Coordinator of Administration** is responsible for the day to day organisation, communication and coordination of all teaching staff and students.

The **Coordinator of Social Justice Programs** supports student leadership and social justice initiatives within the College.

The **Student Counsellors** are available for confidential discussion with students, on an individual or group basis, as well as with parents/caregivers.

The **Business Manager** is available for confidential assistance with financial matters.

### Learning Area Coordinators of

- Arts
- English
- Health, Physical Education and Hospitality
- Information Technology
- Languages Other Than English (LOTE)
- Mathematics
- Religious Education
- Science
- Humanities

share in the responsibility for the academic program of students R-12 to ensure that the curriculum is meeting the needs of all students.

The **Learning Support Coordinators** ensure that the special needs of all students, whether adaptive or extension, are met.

The **Flexible Learning Coordinator** ensures that educational links are made with appropriate organisations in the wider community so that students have their vocational needs met.

In addition, the **Coordinators of Performance Music** and **Sport** support students through Curriculum Extension Activities in the College, and the **Coordinator of Information Resources** has oversight of the facilities provided for students through the Information Resource Centre.

To ensure a feeling of security in all students within the community and to facilitate communication, students are placed in a Care Group with a **Care Group** teacher. It is important that parents/caregivers initially contact their daughter's Care Group teacher for any concerns related to physical or emotional health, absence and academic progress. The Care Group teacher and/or the appropriate School Director will communicate with parents/caregivers early in the year to introduce themselves.

## **PARENTAL INVOLVEMENT**

### **Areas of Involvement**

The Principal and staff of St Mary's College aim to create an atmosphere of welcome to all parents/caregivers and friends. Parents/caregivers, as the primary educators of their children, are encouraged to discuss with College leaders, teachers or student counsellors, relevant matters regarding their children.

There are also many ways in which parents/caregivers can assist the school by volunteering their services in areas such as:

- sport
- reading
- excursions

An induction of parent/caregiver volunteers is required to take place prior to volunteering. It is a requirement that all volunteers must have current police clearance. This process and the cost, for volunteers, is undertaken and covered by the College.

## **COMMUNICATION**

### **Absences**

Parents/caregivers are requested to telephone the Student Services Office before 9.30am if their daughter will be absent from school – **Phone: 8216 5716**. A note in the diary explaining the absence should be presented to the Care Group teacher on the student's return to school.

The College operates a SMS Absence Notification System relating to Reception – 12 unexplained absences.

Permission to be absent for longer periods including family commitments, must be put in writing and addressed to the relevant Sub-School Director.

Year 12 students have flexible Study Leave arrangements. These are contracted between parent/caregiver, student and the College.

### **Accidents**

In the event of an accident involving a student, every effort will be made to obtain the proper medical treatment. If treatment is required from either the family doctor or a hospital, the school will endeavour to contact the parents/caregivers immediately. All students are covered for the cost of emergency ambulance transport resulting from accident or injury while participating in school activities. Please note, students with pre-existing medical conditions will need to have in place their own ambulance cover.

St Mary's College also provides 24/7 SchoolCare Insurance to assist parents with the costs associated with accidents. SchoolCare includes cover for school camps, school sports (including sports out of school hours, as long as they are organised by the school), work experience, travelling to and from school or school activities authorised by the school, including school organised before and after school care. Please note SchoolCare does not provide any cover for expenses where a Medicare benefit is payable (including the Medicare Gap). Other claims may be specifically limited or excluded under SchoolCare.

If parents/caregivers cannot be contacted, the school will obtain the necessary treatment and contact the parents/caregivers as soon as possible. In all cases requiring an ambulance, a member of staff will accompany the student and stay with her until either the parents/caregivers arrive or the student returns to school.

## Assessment and Reporting

St Mary's College recognises that conversations and interactions about learning and achievement between students, teachers and parents are very important. This is true for all students across Junior, Middle and Senior Schools. As such, we have embraced assessment and reporting through the model of the **Loop of Assessment**.

Through this process we aim to take the mystery out of assessment and ideally provide our students, and our families, with a greater sense and understanding of achievement through feedback, and assessment of students' strengths and challenges in a timely manner. Ultimately, we are hoping that this will lead to a chance for all of our students to achieve to their potential.

As such, conversations and interactions about learning occur in a variety of ways at St Mary's College and over a lengthy period of time. This begins at the commencement of a term where students are provided with detail of the content that they will be studying.

More information is shared at the Parent Information Evenings which occur in Term 1. Additional evenings are held in Term 3 for students entering Years 10 to 12 to explain the Subject Selection Process.

Students then experienced a series of ongoing assessment items throughout the terms which embrace a mix of formative and summative assessment types. Each assessment piece embraces standards referenced assessment where the students understand what is required of them through a series of assessment standards, modelling of successful exemplars, and thorough drafting and feedback processes. Formal feedback against the standards occurs during this process where it is most useful and can be acted upon if needed.

Students experience chances to self-reflect on their progress. This occurs informally during different lessons and more formally at the start of Terms 1-3.

At the end of each term, students receive a cumulative report which provides meaningful information on the students' achievement showing her progression based on standards set by the Australian Curriculum. Student achievement is reported in three ways: Academic Achievement, Academic Engagement and Personal Responsibility. The Australian Curriculum is used by teachers to prepare learning programs assess against year-level common Achievement Standards from R-10. The South Australian Certificate of Education (SACE) provides this benchmark for students in Years 11 and 12, including exam results where appropriate. Parents/caregivers can also request information showing a student's achievement in comparison to her peer group at the school.

Learning Reviews occur in Terms 2 and 3. Students complete a self-evaluation prior to these meetings and are expected to attend to discuss their learning with parents/caregivers and teachers.

## Change of Contact Details

Parents/caregivers are asked to keep the College informed of any change of address, telephone numbers or family circumstances by contacting either the Reception/Front Office or the Student Services Office. This is most important in cases of emergency.

## Excursions

Before attending a school activity which necessitates leaving the school grounds, other than activities at Ellis Park, students **must** have the written consent of their parents/caregivers. Parents/caregivers are asked to sign and return consent forms promptly.

## Late Arrival

- Students are expected to be at school and seated in their Care Group classroom by 8.45am.
- Students who arrive at their classroom after 8.45am are considered to be late.
- Students who arrive after 8.55am must report to the Student Services Office to sign in.
- After three late arrivals, a letter will be sent home to ensure parents/caregivers are aware of late arrivals.

## Leave Passes

Students may only leave the school grounds during school hours with the written permission of their parents/caregivers and a Leave Pass from the school. This note should always be in the student's school diary on the relevant page and include the reason why the student needs to leave the school grounds, and the time of leaving and anticipated return.

It must be signed by the Care Group teacher in morning class period and then taken to the Student Services Office by 9.00am to have a Leave Pass issued. Leave Passes are collected by the student from the Student Services Office at recess.

Permission to be absent for longer periods must be sought in writing from the Director of the Junior, Middle or Senior School.

### **Medication**

Provision is made at school for a treatment room. However, if a student is obviously unwell before leaving home, it is recommended that they be kept home, and the school informed of her absence.

The school will not supply medication for students.

Students who need to take prescribed medications while at school must adhere to their doctor's recommended dosage and must not allow another student access to these drugs. The student's name and dosage requirements for prescription medications must be clearly visible. These will be stored in a locked cabinet. The First Aid Officer will keep a record of the dosage, time and date of administration of medications.

#### *All Students:*

- Must have a note in their diary from a parent/caregiver or legal guardian and/or doctor notifying the school of their need to be taking medication;
- Must surrender medications to the First Aid Officer at the Student Services Office unless this would inhibit a student's safety and wellbeing;
- Must be administered in the Student Services Office, under the supervision of a staff member;
- Must notify her Class/Subject Teacher when she is going to take medication.

### **Parent Newsletter**

The Parent Newsletter is distributed three times per term and all members of the school community are invited to contribute. This is an important means of communication between home and school, giving up-to-date information on what is happening in the school. The newsletter is distributed electronically and can also be located on the college website under the publication menu. A hard copy can be sent home via the student upon request.

### **Subject Selection Information Evenings**

Subject Information Evenings for parents/caregivers and students in Years 8 - 11 are held in Term 3 of each year to help parents/caregivers assist their daughters with subject choices prior to individual counselling at school.

### **Urgent Contact with Students**

Urgent phone messages from parents/caregivers must be left with the Student Services Office on 8216 5715 and will be passed on to the student as soon as possible. Students will not normally be called from class to take a telephone call. Students are able to telephone parents/caregivers from the Student Services Office if the matter is urgent. Students are asked not to contact their parents/caregivers from their own mobile phones; and vice versa.

## **GENERAL INFORMATION**

### **Lost Property**

Enquiries about lost property should be made to the Student Services Office. Students who have lost property should report the loss to the Student Services Office as soon as possible. Student belongings should be clearly labelled to minimise this problem.

### **Money**

Money sent to school with students for payment of school fees should be placed in a sealed envelope, clearly marked with the student's name, class and the purpose, and brought to the Student Services Office before the commencement of the school day. Printed envelopes are available from the Student Services Office.

### **Workplace Health and Safety (WHS)**

St Mary's College seeks to ensure, so far as is reasonably practicable, that students, employees, voluntary workers, invitees, contractors, and sub-contractors are safe from injury and risks to health while on school premises or involved in school activities. In particular, the school is committed to meeting the standards required by the WHS Act and its Regulations, approved codes of practice, and by Common Law.

To achieve these objectives, the school requires the active cooperation of all persons involved with the school in establishing and maintaining the highest possible health and safety standards.

The school recognises the need for continuing review and modification of policy where necessary. Further policies relating to particular areas within the school will be developed over time.

### **Out of School Hours Care**

Students from Reception to Year 6 may stay at school in the care of the Out of School Hours Care Program each school day from dismissal time until 6.00pm. The staff provide quality care, an afternoon snack, and a variety of activities for the children. A quiet area is also provided for those children wanting to do homework. Fees are reasonable and the service may be used occasionally or every day.

Students in Reception to Year 6 not collected by 3.35pm, must report to Out of School Hours Care, and parents/caregivers will be expected to pay the normal fee for attendance. St Mary's College does not offer before school care and students are not to be in attendance at school prior to 8.00am. Students in reception to Year 6 cannot wait in the Library after school to be picked up.

An information leaflet and enrolment form can be obtained from the Reception/Front Office.

### **Parents/caregivers and Visitors**

All visitors to the school campus are asked to report to the Reception/Front Office and are required to sign a visitors' register and will be provided with a visitors' badge.

### **Sacramental Program**

The gifts of love and grace are celebrated in a very special way in the Sacraments. It is therefore important that this celebration takes place within an accepting community, and with strong family support and involvement.

At St Mary's College, parents/caregivers are invited to enrol their children in the Sacramental Program, according to Diocesan policy.

New students to the College who have not had this opportunity previously and who desire to be involved in the program are welcome to enrol with parental support and approval. After Year 8, students wishing to undertake Sacramental preparation will be assisted to contact their local Parish.

### **School Accounts**

School accounts will be issued each term. The school has Bankcard, Mastercard, Visa Eftpos facilities, B-Pay and Direct Debit. Personal payments can be made at the Reception/Front Office.

### **Stationery List**

Stationery lists (provided by Campion Education) are issued in Term 4 each year for the following year.

### **School Card/Youth Allowance**

The School Card Scheme provides assistance towards the cost of school books and other school charges for low income families. Generally this amount is deducted from the Resource Fee. For more information regarding the School Card Scheme contact [www.decs.sa.gov.au/goldbook](http://www.decs.sa.gov.au/goldbook) or 1800 672 758.

The Youth Allowance scheme provides income support to students, job seekers and those who are sick. Further information is available from your local Centrelink office.

### **Student Services Office**

The Student Services Office is located in the Moore Building next to the Canteen and is the contact point for student related issues. **Phone: 8216 5715.**

### **Transport Policy**

If there is a lightning transport strike, we will retain the students at school until contact can be made with parents/caregivers and alternative arrangements made. If there is a threat of a strike and your child has no emergency alternative means of transport home, please do not send her to school.

## Yard Supervision

Staff provide yard supervision before school from 8.00am and after school until 3.35pm.

## INFORMATION FOR STUDENTS

### Bell Times

Care Group Period R-12	8.45am -	9.00am
Lesson 1	9.00am -	9.45am
Lesson 2	9.45am -	10.30am
Recess	10.30am -	10.50am
Lesson 3	10.50am -	11.35am
Lesson 4	11.35am -	12.20pm
Lesson 5	12.20am -	1.05pm
Lunch	1.05pm -	1.45pm
Lesson 6	1.45pm -	2.30pm
Lesson 7	2.30pm -	3.15pm

All students R-12 are asked to be at school by 8.40am.

Classes commence at 8.45am and students are dismissed at 3.15pm.

### Canteen

Lunches are ordered online (before 8.30am) or bought from the canteen during recess or lunch via the following link: [www.rorys.com.au](http://www.rorys.com.au). The canteen is open before school, during recess and lunch time.

### Identity/Library Cards

R-6 students are issued with a bar-coded, photo ID/library card on commencement at the College. This card is valid until the child finishes Year 6 and is left in the Susan Sullivan Library for safekeeping.

Students in Years 7-12 are issued with a bar-coded, photo ID/library card annually. This card is used for accessing Library resources and also as a means of identification by public transport operators. Students in Years 7-12 are responsible at all times for the safekeeping of their own card.

A fee of \$7.00 is levied for each card, with a replacement fee of \$8.00 in the event of the card being lost.

### Susan Sullivan Library

#### *Reception to Year 12*

The Susan Sullivan Library is open during school hours 8.20am - 4.30pm, including lunch time. ID/library cards must be presented when borrowing resources. The book loan period is two weeks, which may be extended if the books are needed for a longer time. If a book is lost, or not returned within a reasonable time, the student will be asked to pay for a replacement.

The Susan Sullivan Library is to be a place of quiet at all times. Eating and drinking is not allowed and school bags are not to be brought into this area.

The computers in the technology rooms are available for the use of students during lunch. The Susan Sullivan Library Intranet page allows access to information from home.

### Lockers

Each student from Year 7 - 12 is issued with a locker and combination padlock for storage of her books and personal belongings. If the padlock is lost during the year, a replacement fee will be charged.

Please note that no other padlocks are to be used. Students are to carry only what they need for each lesson block. School bags should be left in lockers. Students should not give details of the personal padlock combination to any other student.

## CURRICULUM EXTENSION ACTIVITIES

Depending on student interest and staff availability the following range of activities may be offered from year to year: Debating, Mock Trials, Knitting Club, Community Environment Groups, Social Justice Groups.

**Music Ensembles:** St Mary's College offers a variety of Music Ensembles including Junior/Middle/Senior Choirs and Rock Bands, Vocal Jazz, Funk Band, Concert Band, Studio Orchestra, Chamber Group, Junior String/Percussion/Cello/Flute/Saxophone Ensembles, String Quartet and Liturgical Music Ensemble.

**Camps and Retreats:** The following Camps and Retreats are held annually – Year 5 Ballarat Camp, Year 6 Canberra Citizenship Camp, Year 7 Encounter Bay Orientation Camp, Year 8 Encounter Bay Orientation Camp, Year 8 Retreat (venue varies), Year 9 Outdoor Education Camp, Year 9 Retreat (venue varies), Years 10-12 Adelaide Hills, Belair and Victor Harbor Retreats, and Music Camp at Longwood.

**Sport:** Most sporting competitions take place out of school hours, mainly on Wednesday afternoons and may include Athletics, Badminton, Basketball, Beach Volleyball, Cross Country, Football, Netball, Soccer, Swimming, Tennis, Touch Football and Volleyball.

**Student Leadership:** Leadership of the student community is provided through the elected and appointed College Captain and Deputies, Social Justice Captain and Deputies, Student Representative Council, Sport Captain and Deputies, Music Captain and Deputy, Drama Captain and Deputy and, Sports House Captains.

## STUDENT POLICIES

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## PARENT POLICIES

St Mary's College Parent Digital Citizenship Guidelines  
St Mary's College Privacy Policy

The above Policies can be read and copies printed at:

<http://www.stmaryscollege.catholic.edu.au/policies-and-guidelines.html>



**THANK YOU.**