



**ST MARY'S
COLLEGE**

EST. 1869

2023 PARENT HANDBOOK

KAURNA ACKNOWLEDGEMENT

As a community grounded in Veritas, we acknowledge and honour the Kurna people, who have lived and walked and experienced one-ness with this land our school is formed upon.

We remember all Kurna ancestors, and we honour their wisdom and spirituality, that has been passed down and kept alive through their sacred stories for tens of thousands of years. We want to express our deep appreciation for, and recognition of, the stewardship and connection the Kurna people demonstrate with this country. We respond to this gift with the promise to cherish and protect this space in which we are blessed to safely learn, grow and be empowered.

We will care for this land with humble and grateful hearts and through a continued community practising prayer for, service to and study of this Kurna country we share.



Welcome to St Mary's College, a Reception to Year 12 school in the heart of the city, educating girls in the Catholic Dominican tradition since 1869.

Our Dominican Spirit inspires us to be seekers of truth, to be daring and courageous, open-minded and to hold an unwavering commitment to inclusivity and welcome.

Our core purpose is to inspire young women to excel in learning and in life. We nurture relationships that challenge and support our students to contribute to a more just and compassionate world.

We live our values of truth, justice and community daily, in the relationships we form, the curriculum we teach and in the wrap around support we offer for your child's learning and wellbeing.

The Parent Handbook offers an overview of the leadership of the college, including key contact people who can support you and your daughter. It will direct you to people, processes and systems that enable the day-to-day operations of the College.

Please contact us with any queries.

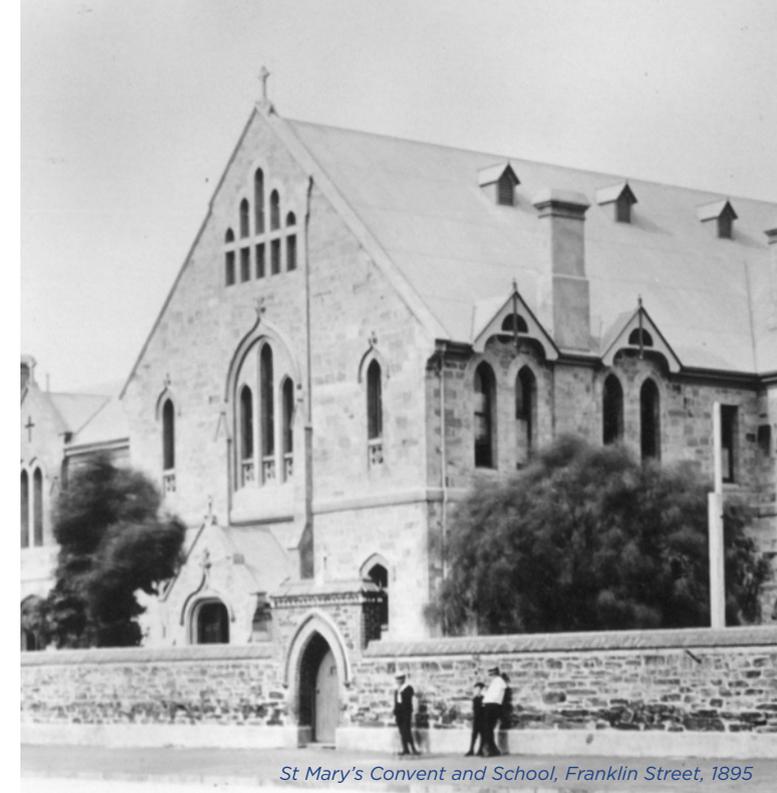
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HISTORY

The oldest continuously running school for girls in South Australia, St Mary's College Adelaide was established on 2 February 1869, following the arrival in Adelaide from Dublin, Ireland, of seven Dominican Sisters.

The determination and commitment of our founding sisters, to the critical importance of educating girls and young women, lives in the fabric of our school.



COLLEGE GOVERNANCE

DOMINICAN EDUCATION AUSTRALIA

At the request of the Dominican Sisters of North Adelaide, the Dominican Sisters of Eastern Australia, and the Holy Cross Congregation of Dominican Sisters in Adelaide, **Dominican Education Australia** was established by the Catholic Church on 28 January 2015. DEA is a Public Juridic Person (PJP) of Pontifical Right, meaning it has responsibility for both canonical and civil governance.

DEA was officially launched in Adelaide, Sydney and Melbourne during August 2016. DEA exercises oversight of the six educational ministries that have previously been the responsibility of the three founding Congregations. These are:

- **St Mary’s College**, Adelaide SA
- **St Dominic’s Priory College**, North Adelaide SA
- **Cabra Dominican College**, Cumberland Park SA
- **Santa Sabina College**, Strathfield NSW
- **St Lucy’s School**, Wahroonga NSW
- **Siena College**, Camberwell VIC

ST MARY’S COLLEGE BOARD OF DIRECTORS

The Board of Directors are appointed by the Trustees of Dominican Education Australia (DEA) to ensure good governance, to fulfil the statutory obligations as a Director of a Not-For-Profit Company, regulated by the ACNC, and to support and enhance the Catholic, Dominican identity and mission of the College.

John Foley is the Board Chair
boardchair@stmaryscollege.catholic.edu.au

CATHOLIC EDUCATION SOUTH AUSTRALIA

St Mary’s College works in collaboration with Catholic Education South Australia and the South Australian Commission for Catholic Schools.



COLLEGE LEADERSHIP TEAM



Clare Nocka
Principal
clare.nocka@stmarys.sa.edu.au



Robert Napoli
Director of Mission
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Kate Bawden
Deputy Principal
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Sandra Ciccarello
Director of Junior School
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Tracey Thursby
Director of Learning and Inclusion
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Andrew Footner
Director of Middle School
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Jo Cains
Director of Wellbeing and Inclusion
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Christina Kilishiri
Director of Senior School
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History

College Governance

College Leadership Team

Leadership Support Roles

Care Group Teachers

School and Family Partnership

Teaching, Learning and Assessment

Bell Times and Term Dates

College Uniform

General Information A-Z

Campus Map

Revision Record

LEADERSHIP SUPPORT ROLES

There are a range of teaching staff in the College who hold a Position of Responsibility (POR). These positions are in place to:

- Support the learning, wellbeing and wrap around support for students.
- Enhance our work in evidence informed teaching practice and early intervention for all learners.
- Lead extra-curricular programs.
- Nurture student leadership.
- Foster awareness raising the community outreach.
- Build a strong culture of learning that happens inside and outside the classroom and within and beyond the structured timetable.

YEARS 7-11 YEAR LEVEL COORDINATORS

The Years 7-11 Year Level Coordinators will support their Sub School Director in providing wrap around learning and wellbeing support for all students.

The Year Level Coordinators lead the development of a positive and supportive culture for the students in their year level and work with their year level Care Group Team to provide pastoral and wellbeing support to the student cohort.

Year 7 Coordinator	Neisha Norton-Thomson neisha.thomson@stmarys.sa.edu.au
Year 8 Coordinator	Stephanie Morbidelli stephanie.morbidelli@stmarys.sa.edu.au
Year 9 Coordinator	Kathryn Pill kathryn.pill@stmarys.sa.edu.au
Year 10 Coordinator	Celeste Jordan celeste.jordan@stmarys.sa.edu.au
Year 11 Coordinator	Steve Todd steve.todd@stmarys.sa.edu.au

LEARNING AREA LEADERS

The Learning Area Leaders lead the development of teaching, learning and assessment in their learning areas. They can support with subject related concerns and advice about learning pathways.

Learning Area Leaders
Erin Doherty English erin.doherty@stmarys.sa.edu.au
Laura Gilbert Health and Physical Education laura.gilbert@stmarys.sa.edu.au
Alexandra Gavrilidis Humanities and Social Sciences (HASS) alexandra.gavrilidis@stmarys.sa.edu.au
Catrina Tridente Languages catrina.tridente@stmarys.sa.edu.au
Gail Morgan Maths gail.morgan@stmarys.sa.edu.au
Karina Baker Religious Education karina.baker@stmarys.sa.edu.au
Julia Green Science julia.green@stmarys.sa.edu.au
Giovanna Iannicelli Technologies giovanna.iannicelli@stmarys.sa.edu.au
Rhiannon Davis The Arts rhiannon.davis@stmarys.sa.edu.au



Leadership Support Roles

SPECIAL PROGRAM COORDINATORS R-12

The Special Program Coordinators lead programs and initiatives to support the diverse learning and wellbeing needs of students, along with the rich extra-curricular opportunities and student leadership initiatives offered at St Mary's College.

Learning and Inclusion

Monique Green

Leader of Learning and Innovation
monique.green@stmarys.sa.edu.au

Jessica Lynch

Junior School Leader of Learning
jessica.lynch@stmarys.sa.edu.au

Nicole Cremona

Junior School Leader of Wellbeing
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Georgie Amadio

Leader of Inclusive Education
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Suzanne Megaw

R-12 Careers Education and VET Coordinator
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Anna Fontanelli

SACE Coordinator
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Eileen McCabe

Coordinator of Information Resources
eileen.mccabe@stmarys.sa.edu.au

Faith Life and Mission

Jean-Marie Nguyen

Leader of Faith Life and Mission
jean-marie.nguyen@stmarys.sa.edu.au

Peter Batty

Coordinator of Service Learning, Outreach and Immersion
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Extra-Curricular

David Gauci

Coordinator of Performance Music
david.gauci@stmarys.sa.edu.au

Alex Mantis

Music Technology and Music Administration ESO
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Michelle Darby

Coordinator of Sports
michelle.darby@stmarys.sa.edu.au

Sarah Balkwill

Coordinator of Sport Administration
sarah.balkwill@stmarys.sa.edu.au

DAILY ORGANISATION AND ADMINISTRATION ESO

The Daily Organisation and Administration ESO is responsible for the day-to-day organisation, communication and coordination of all teaching staff and students. This person is the key contact for all matters related to the Learning Management System SEQTA.

Pauline Mills

Daily Organisation and Administration ESO
pauline.mills@stmarys.sa.edu.au

CARE GROUP TEACHERS

All students are in a Care Group with a Care Group teacher. The Care Group Teacher is a good first point of contact for your child. Any concerns related to absence, wellbeing and academic progress can be directed to the Care Group teacher who will be able to support with the concern, or loop in the relevant subject teacher or leader.

Reception	Amanda Shattock amanda.shattock@stmarys.sa.edu.au
Year 1	Sue Milne sue.milne@stmarys.sa.edu.au Dina Tseregounes dina.tseregounes@stmarys.sa.edu.au
Year 2	Lydia McCarron lydia.mccarron@stmarys.sa.edu.au
Year 3	Terry Cooper terry.cooper@stmarys.sa.edu.au
Year 4	Haley Hewitt haley.hewitt@stmarys.sa.edu.au
5/6B	Nicole Cremona nicole.cremona@stmarys.sa.edu.au
5/6G	Matthew Pastro matthew.pastro@stmarys.sa.edu.au
5/6W	Olivia Quick olivia.quick@stmarys.sa.edu.au
7B	Leanne Fry leanne.fry@stmarys.sa.edu.au
7G	Natasha Williams natasha.williams@stmarys.sa.edu.au
7W	Suzanne Zientara suzanne.zientara@stmarys.sa.edu.au

8B	Pat Litchfield pat.litchfield@stmarys.sa.edu.au James Deslandes james.deslandes@stmarys.sa.edu.au
8G	Alicia Hancock alicia.hancock@stmarys.sa.edu.au
8W	Georgie Amadio georgie.amadio@stmarys.sa.edu.au
9B	Lucy Reynolds lucy.reynolds@stmarys.sa.edu.au
9G	Michelle Darby michelle.darby@stmarys.sa.edu.au
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9W	Courtney Lovering courtney.lovering@stmarys.sa.edu.au Erin Doherty erin.doherty@stmarys.sa.edu.au
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10G	Gail Morgan gail.morgan@stmarys.sa.edu.au
10R	Alison Vulcheff alison.vulcheff@stmarys.sa.edu.au
10W	Alexandra Gavrilidis alexandra.gavrilidis@stmarys.sa.edu.au
11B	Jana Grasso-Moyes jana.grassomoyes@stmarys.sa.edu.au

11G	Angela Caporaso angela.caporaso@stmarys.sa.edu.au Catrina Tridente catrina.tridente@stmarys.sa.edu.au
11R	Lucina Loro Parham lucina.loroparham@stmarys.sa.edu.au
11W	Alexandra Bollard alexandra.bollard@stmarys.sa.edu.au Maureen McCarthy maureen.mccarthy@stmarys.sa.edu.au
12B	Julia Green julia.green@stmarys.sa.edu.au
12G	Todd Heinrich todd.heinrich@stmarys.sa.edu.au Maureen van Heuven maureen.vanheuven@stmarys.sa.edu.au
12R	Sharon Clements sharon.clements@stmarys.sa.edu.au
12W	Karina Baker karina.baker@stmarys.sa.edu.au
12Y	Emma Beukema emma.beukema@stmarys.sa.edu.au Anna Fontanelli anna.fontanelli@stmarys.sa.edu.au

SCHOOL AND FAMILY PARTNERSHIP: COMMUNICATION AND LEARNING

A strong partnership between home and school will support the learning and wellbeing of your child. Communication is the cornerstone of our partnership with families, and SEQTA is the tool used to facilitate this connection.

SEQTA is the College Learning Management System. Teachers use SEQTA as the core tool for teaching, learning, assessment, pastoral care documentation, and communication. Students access this via SEQTA Learn, the parent portal is SEQTA Engage.

All information related to your child's learning and wellbeing, communication with the school, and extra-curricular activities is shared via the parent portal. It is a vital tool for all families to access. We can facilitate access for both parents and encourage this in order to support your child most effectively.

SEQTA ENGAGE

Our Learning Management system acts as a "one stop shop" to connect families to learning in a clear and accessible way. Through SEQTA Engage, families can stay up to date and be informed in the following ways:

- Lesson outlines, resources and instructions are available for students in Years 4-12. This allows students to keep up to date with their learning if they are absent for short periods of time. It also allows families to be looped into the overall learning program for specific subjects.
- Homework is posted on SEQTA so that students can organise their time, consolidate their learning and keep up to date. Families can also see the set homework for subjects when it is set.

- Assessment is managed through SEQTA;
 - » Teachers release due dates for assessment tasks in advance.
 - » Students submit their work by uploading tasks to the platform.
 - » Teachers provide assessment feedback in the form of a grade and a comment with a rubric.

The SEQTA Engage Parent portal page can be accessed at the following link:

[St Mary's College SEQTA Parent Portal](#)

For help in activating your account, please contact the Coordinator of Daily Administration and Timetable at pauline.mills@stmarys.sa.edu.au

You can then create your own account, username and password.

SEESAW

Junior School families with children in Reception to Year 4 can also connect with learning through Seesaw. Seesaw gives families a window into what is going in the classroom. The teachers use the platform to share classroom messages and important notices, and the students use it to create, collaborate and share the work they do daily. Students "show what they know" using photos, videos, drawings, text, PDFs, and links.



TEACHING, LEARNING AND ASSESSMENT

We create a learning environment that enables all students to thrive.

Our diverse curriculum, and strong programs in The Arts, Health and Physical Education, STEM and Flexible Learning and Innovation, means that there is a place for everyone at St Mary's College. Learning is for personal growth and development, and for contribution to community. We want our students to make the world a better place.

GIRLS EDUCATION

Students are empowered to have voice and agency in their learning. Our learning environment is focused, rigorous and respectful. Students are engaged with their teachers and want to learn. The culture is collaborative and supports individual and collective learning growth. We challenge all students to excel.

RELATIONSHIPS AND LEARNING

Our restorative culture means that relationships come first. Every teacher knows their students as a person and as a learner; this shapes the teaching and learning culture throughout the school. We work with students using a high support/high challenge framework to create optimal conditions for growth and development.

INCLUSION AND ENRICHMENT

We know that the teacher has the biggest influence on student learning outcomes. Collectively, we work to understand our impact as educators and plan targeted intervention or enrichment. We ensure that all students develop the essential skills in literacy and numeracy necessary as a foundation for all learning. We connect with the city precinct and community partnerships to enhance the learning experiences within and beyond the classroom.

At all year levels learning and assessment programs are underpinned by the Australian Curriculum, SACE and

Crossways: Religious Education for Catholic Schools in South Australia.

ASSESSMENT AND REPORTING

Written Reports

All students receive a written report at the end of each semester. These reports are based on continuous and varied assessment tasks reflecting the following:

- Achievement measured as A+ to E- grades against the Australian Curriculum standards for Years 1-10, or SACE performance standards for Years 11 and 12. Reception reports do not include A+ to E- grades as per the School Assistance Act. For some students on Personalised Plans for Learning (PPL), achievement is measured on the progress the student has made towards their individual learning goals.
- Engagement in classroom activities with peers and learning tasks.
- Personal responsibility in being prepared for lessons, acting on feedback and completing tasks.

LEARNING REVIEWS

Twice a year, families are formally invited to connect with Subject Teachers and Care Group Teachers. These learning conversations provide a space where the family, student and teacher can discuss progress, what is working well, what are the next steps and what needs to be in place to support continued learning growth. Holding the Learning Reviews early in Term 2 and 4 allows time for meaningful conversations based on evidence to take place.

If parents want to discuss a specific learning matter outside Learning Reviews, the first point of contact is the Subject Teacher.

For broader concerns about learning the Care Group Teacher is a good person to connect with and they can re-direct your concern to the appropriate staff member. SEQTA Direct Messaging, or email can be used to make contact. Staff will return communication within 24 Hours.



If there is a more serious concern about learning, families can contact the Director of Junior School, Learning Area Leader, Year Level Coordinator or the Director of Learning and Inclusion.

INCLUSIVE EDUCATION

St Mary's College is an inclusive school community in which every student, staff and community member feels seen, heard and experiences a sense of belonging. We understand that to be truly inclusive for all, we must actively nurture understanding, empathy and openness through education and dialogue with our staff, student, and parent communities.

At St Mary's we use the language of 'wrap around support' to describe our approach.

Wrap around support means that:

- We proceed from an understanding of the interconnection between learning and wellbeing.
- We seek to engage family and, where applicable, allied health support to understand and meet the needs to students.
- We commit to a collaborative process whereby key college staff engage in an intensive cycle of monitoring, reviewing and planning to assist in meeting the individual needs of students.

Our Inclusive Education approach enables diverse education pathways that both support and extend the learning of all students.

Our Intervention programs are put into place based on data and assessment. Our Literacy Intervention program in the Junior and Middle school ensure that all students develop the essential skills in literacy as a foundation for all learning.

For students requiring support with their learning and wellbeing a Case Manager is designated to a student to ensure that there is a coordinated approach and follow up. The Case Manager will be allocated according to a range of factors such as ability to relate to the student and family, and the level of skills required for the case management process. The Case Manager is the person responsible for the wrap around support process. The Case Manager advocates for the student's needs by communicating with family and service providers, with teachers and through referral where necessary.



An important component of the wrap around support model is the development of the Personalised Plan for Learning (PPL). The Case Manager leads a collaborative process between the student, family and school to develop the PPL. It sets out a student's needs, their educational and wellbeing goals, connections with Allied Health and other support, and the strategies that will enable students to access the curriculum. Tasks connected with the PPL include gathering the teaching team to develop and implement the PPL, gathering the key people working with the student for consultation and review before PPL meetings, connections with

counsellors, career support and other school resources as needed.

RELIGIOUS EDUCATION AND FORMATION

Religious Education is a core component of the curriculum from Reception to Year 12. The curriculum is developed using the Crossways Framework, developed for schools in South Australia.

Our retreat program nurtures the spiritual formation and development of students. From Year 10, the retreats become live in experiences that given students the opportunity to step away from their regular lives for a short time to connect with each other, God and their peer community.

As a school community we gather for prayer and liturgy throughout the year. Prayer happens during morning Care Group time and as a whole school in Friday morning Stillness Moments.

BELL TIMES AND TERM DATES

The school day begins promptly at 8.45 am. All students R-12 need to be at school by 8.40am so they are ready for when classes begin. Punctuality is an important life skill that parents can support their children to develop from an early age. Being in class as the day begins allows students to connect with their teacher and peers and prepare themselves for learning.

TERM DATES AND PUPIL FREE DAYS 2023

Term dates	
Term 1	Mon Jan 30 – Fri April 14
Term 2	Tues May 2 – Friday July 7
Term 3	Tues July 25 – Fri Sept 29
Term 4	Mon Oct 16 – Thurs Dec 7

Pupil free days	
Term 1	Fri Mar 10 Staff Professional Development
Term 2	Mon May 1 Staff Retreat
Term 3	Mon Jul 24 Visible Learning Staff Development
Term 4	-

MONDAY

On Mondays, school concludes at 2:30pm. Staff are engaged in professional learning on Monday afternoons. The Franklin St gate is supervised until 3.00pm for pick up; OHSC will be available for Junior School students without charge until 3.30 pm. Students in year 7-12 may access the library as usual until 4.30pm.

Monday	
Care Group	8.45 am – 9.00 am
Lesson 1	9.00 am – 9.45 am
Lesson 2	9.45 am – 10.30 am
Recess	10.30 am – 10.50 am
Lesson 3	10.50 am – 11.35 am
Lesson 4	11.35 am – 12.20 pm
Lunch	12.20 pm – 1.00 pm
Lesson 5	1.00 pm – 1.45 pm
Lesson 6	1.45 pm – 2.30 pm

Tuesday – Friday	
Care Group	8.45 am – 9.00 am
Lesson 1	9.00 am – 9.45 am
Lesson 2	9.45 am – 10.30 am
Recess	10.30 am – 10.50 am
Lesson 3	10.50 am – 11.35 am
Lesson 4	11.35 am – 12.20 pm
Lesson 5	12.20 pm – 1.05 pm
Lunch	1.05 pm – 1.45 pm
Lesson 6	1.45 pm – 2.30 pm
Lesson 7	2.30 pm – 3.15 pm



COLLEGE UNIFORM

Uniform items are outlined in brief below. The full uniform policy can be found on the St Mary's College [SEQTA Parent Portal](#)

Students R - 12	Summer	Winter
Summer dress or dark navy shorts	•	
Striped skirt or dark navy trousers		•
Long or short sleeve shirt	•	•
Tie	•	•
Blazer	•	•
Jumper	•	•
Opaque navy tights (denier 50+)		•
White socks (long) R-12	•	•
Black lace-up flat school shoes	•	•
Scarf (optional)		•
School bag	•	•
Bucket or legionnaires hat	•	•
Head Scarves (hijab) White or Navy Blue only	•	•

Hambours supply the school uniform. It can be ordered either online or in person via the shop outlet on campus or their store at Royal Park.

To apply for an online store account, parents/carers need to go to hambours.com.au and click on the St Mary's College logo.

You can choose to collect your order either from the College shop during opening hours, or from Hambours at Royal Park, or couriered to your home for \$10.

Any further questions, please contact Hambours on 8447 2077 or you can email customerservice@hambours.com.au



GENERAL INFORMATION A TO Z

ABSENCES

Parents/caregivers are requested to telephone the Student Services Office before 9.30am if their daughter will be absent from school. An email explaining the absence should be sent to the Care Group teacher or the Year Level Coordinator directly from the parent/caregiver. **Students Services Office 8216 5716**

The College operates a SMS Absence Notification System relating to Reception–Year 12 unexplained absences. The notification is sent to parents/caregivers between 10am–11am and again at the end of the school day for any remaining unexplained absences via SEQTA.

Parent/caregiver notification of absence for longer periods including family commitments, must be emailed to the relevant Sub-School Director or Year Level Coordinator.

Year 12 students have flexible Study Leave arrangements. If students have study lessons in the morning, they can study/work from home during this time; and the same applies if they have study lessons in the afternoon. Year 12 students record their movement on and off campus via the Senior School kiosk.

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.

All students receive insurance cover via the Catholic Church Insurance School Care program. School Care is a student accident insurance policy specifically designed for schools. The policy provides benefits for a range of non-Medicare medical services, such as dental and physiotherapy costs, which are incurred because

of an accident during a school activity. Additional expenses such as medical expenses (allowable by law), emergency transport, home tuition and school fee relief are also payable under the policy. Further information is available from the **School Care hotline 1300 138 498**

If parents/caregivers cannot be contacted, the emergency contact person will be contacted, and 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 them until either the parents/caregivers arrive or the student returns to school.

BIG SISTER PROGRAM

Moving from the primary years into Year 7 can be a big change for students. Our Year 10 Big Sisters buddy with the younger students to help ease the way and provide friendly support to navigate transition.

BYOD

St Mary's College is a Bring Your Own Device school, supporting both macOS and Windows devices. Students from Year 5 to Year 12 bring a laptop to school as part of the Bring-Your-Own-Device (BYOD) program. When required, the College provides students from Reception to Year 4 (in-class only) with a college-supplied iPad. Further information about BYOD can be found at St Mary's College **Bring Your Own Device**

CAMPS AND RETREATS

Camps and retreats are a compulsory part of the learning experience at school; they are therefore built into the fee structure. Outside the formal classroom setting, students have the opportunity to deepen friendships, build independence, resilience, learn new skills and have fun with their peers. Camps and retreats enhance connection to community.



General Information A-Z

Our retreat program offers an opportunity for students to connect with nature and each other, know themselves and others in deeper ways, take time to be still, and to nourish and grow in their faith and spirituality. Cultivating spaces for quiet and for spiritual formation are important development opportunities in our busy and complex lives.

Annual Camps and Retreats	
Year 4	Active Education Camp
Year 5	Ballarat Camp*
Year 6	Canberra Citizenship Camp*
Year 7	Woodhouse Orientation Camp
	Retreat (venue varies)
Year 8	Victor Harbour Orientation Camp
	Retreat (venue varies)
Year 9	Outdoor Education Camp Grampians*
	Retreat (venue varies)
Years 10-12	Mylor and Belair Retreats

*During times of COVID impact, camps have been held locally.

CANTEEN

Lunches are ordered online (before 8.30am) or bought from the canteen during recess or lunch via the following link rorys.com.au. The canteen is open before school, during recess and lunch time. Students will need cash or key card to access the canteen given that mobile phones are not to be removed from lockers during the school day.

CHANGE OF CONTACT DETAILS

Parents and carers are asked to keep the College informed of any change of address, telephone numbers or family circumstances by updating details on Consent2Go or contacting Reception/Front Office. This is most important in cases of emergency.

COMPLAINTS

The Complaint Response and Resolution Procedure explains the measures available to respond and resolve complaints from parents, carers, old scholars and members of the public. This procedure can be found on the College website.

For student grievances please see page 18.

COUNSELLORS

The Student Counsellors are available for a confidential discussion with students, on an individual or group basis, as well as with parents/caregivers. Our Student Counsellors are qualified social workers with many years of experience working with children, adolescents and their families.

Our team is available to provide a range of support to students, acknowledging that our social, emotional, and psychological wellbeing impacts our learning.

Students and families can initiate contact with the student counsellor team. wellbeing@stmarys.sa.edu.au

COVID MANAGEMENT

The College is committed to following SA Health Guidelines and operates under the leadership of Catholic Education SA in all matters related to COVID. As we continue to live with the pandemic, the College will provide updates to families about restrictions or changes to school operations.

As a community, we have excellent systems in place for continuity in learning and wellbeing support, with the capacity to pivot to flexible learning at short notice. We provide hand sanitiser throughout the campus, areas are well ventilated and regularly cleaned.

If students have cold/flu like symptoms, please keep them home. It is recommended they undertake a RAT or PCR test and stay at home until they have received a negative test result and are well enough to return to school.

CURRICULUM HANDBOOK

The St Mary's College Curriculum Handbook can be found on the St Mary's College website.

[Curriculum Information](#)

ENROLMENT

A link to the enrolment form can be found on our College website. Word of mouth referral is our greatest source of new enrolments; please tell your friends and family about us!

Siblings enjoy priority of enrolment at St Mary's College; you need to ensure their names are on the waiting list. Enrolment interviews generally happen 2 years prior to the year of commencement.

Parents and Carers are advised that one full term's notice must be received in writing and addressed to the principal when intending to withdraw their daughter from the College. This means if the student is exiting at the end of the school year, notice must be given before the start of term four.

An exit form and survey will be provided to parents and guardians prior to the students' final school day and must be completed and returned to the college for processing. Families will also be encouraged to have a conversation with a member of the leadership team

EXCURSIONS

Excursions are an important part of learning programs and are enhanced by our city location. Parents are provided with all details of a proposed excursion and are asked to check and update, if necessary, the recorded contact and medical information for their child/children before giving consent. For those excursions within proximity of the College, parents need to simply accept the notification sent.

The excursion procedure is fully electronic and uses Consent2Go. An invitation to update the medical and contact details for their child/children will be emailed from Consent2Go to all parents at the beginning of each school year.

EXTRA-CURRICULAR AND LUNCH TIME ACTIVITIES

Curriculum Extension Activities (CEA) occur outside formal classroom lessons. The CEA program contributes significantly to the life and culture of St Mary’s College and is an important way for students and parents to become involved in the community and to forge stronger connections with one another and with the College.

Students come together to represent the school, often across year levels, at events and competitions outside of school, along with whole school gatherings before or during school.

It provides opportunities for students to have rich learning experiences that develop their confidence in a safe environment where they can try new things.

Activities are advertised via the SEQTA Daily Notices. Each activity is coordinated by a staff member who keep students and parents up to date with the arrangements.

Depending on student interest and staff availability the following range of activities may be offered from year to year: Debating, Mock Trials, Community Environment Groups, Book Club, History and Politics Club, Girl Up, Unwind, Run Club, Year 7 Lunchtime Club, and Debating.

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.

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.

FEES

The **Finance Office** is available for confidential assistance with matters related to fees. For more information, please contact: Nuala Fox, Business Manager’s Assistant at nuala.fox@stmarys.sa.edu.au to arrange a meeting time.

Tuition Fees will be invoiced in January each year with flexible payment options. Further information can be found at [St Mary’s College Fees](#)

The School Card scheme offers financial assistance with school fees. To apply for School Card, contact the College Finance Team for a form. For further information on School Card please refer to the *Fee Schedule and Policy* which can be found on the [SEQTA Parent Portal](#)

GRIEVANCE PROCEDURE - STUDENTS

When students feel unsafe, worried or distressed about something that has happened, they are supported to speak with a trusted adult.

The St Mary’s College Student Grievance Procedures for Reception–Year 3 and Years 4–12 apply for situation with peers, other students and adults. We encourage and support students to speak up. The Procedures can be found on the [SEQTA Parent Portal](#)

HOMEWORK

At St Mary’s College, we recognise and value the learning that takes place outside of the classroom, both within and outside of school hours. We also appreciate the need for students to have time with their families and time to pursue the extra-curricular activities that are central to the development of the whole person.

Within this context, students are asked to complete work outside of lesson times for a range of reasons:

- To help them develop the capacity to work independently.
- To develop skills in time management and personal responsibility.
- To consolidate the learning that takes place in classroom time.
- To provide an opportunity for students to communicate with their parents about their learning.

The length of time required to complete homework and the nature of homework tasks are dependent on the student’s age and their individual learning needs. If homework is becoming a source of concern for a student or her family, parents are encouraged to contact the subject teacher or Care Group teacher.

As a guide the maximum time allocation for homework per week:

Junior School	
R-Year 2	20 minutes per week + daily reading
Year 3	40 minutes per week + daily reading
Year 4	60 minutes per week + daily reading
Year 5	80 minutes per week + daily reading
Year 6	100 minutes per week + daily reading

Middle School	
Year 7	Maximum of 40–60 minutes per night
Year 8 and 9	Maximum of 60 minutes per night

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Senior School

Homework for senior students is a time to continue working on long term tasks such as inquiries and investigations that could stretch over a whole term (or in some cases, a semester). Alternatively, homework may also take the shape of summary notes or revision in preparation for a test or exams.

Senior students may need to use time outside the classroom to conduct research such as interviews or attend performances. For senior students, homework shifts to a study plan which will look different for each student. The focus moves away from prescriptive timed tasks set by teachers to an opportunity for students to manage their time to complete learning tasks.

HOUSE TEAMS

All students join a house team for sport and cross school community. The House Teams are named after key saints in the Dominican Tradition.

Catherine - Yellow

Be who God meant you to be and you will set the world on fire.

Catherine was born in Siena and became a lay Dominican at the age of 18. She served the poor and sick of Siena with devotion.

Catherine was a prolific letter writer who wrote to princes, church leaders, papal representatives and even the Pope. She used her voice to influence people in power to live the mission of the gospel fully. Catherine was driven by her own deep faith and mystical connection to Christ.

St Catherine was canonized in 1461 and in 1970 received the honour of being named a Doctor of the Church.

Dominic - Green

How can I study on dead skins while the poor are dying of hunger?

Dominic de Guzman (1170-1221) is the founder of the Dominicans, known as the Order of Preachers. He saw a need to come out from behind the walls of monasteries, and to meet people where they were at, in the marketplaces, in the streets, and to engage in the reality of people's lives. Prayer and study were foundational.

When Dominic was studying in Palencia, he sold his precious scrolls to feed the poor, as he understood the significance of both contemplation and action. He created a democratic governance structure, as he valued the voice of each person, creating a community where they sought the truth together.

Pope Honorius III gave Dominic confirmation of the Order in late December 1216. Dominic was canonised in 1234.

Mary - Blue

But Mary treasured up all these things and pondered them in her heart (Luke 2:19).

Mary, Mother of God is the patron of the Dominican Order. According to scripture, Mary was a young Jewish woman from Nazareth. She said yes to being the mother of Jesus of Nazareth.

Mary is recognised as the first disciple. She was with Jesus throughout his ministry and present through his suffering and death, never leaving his side. Mary shows us the values of courage and faithfulness.

Thomas - Red

The things that we love, tell us what we are.

Thomas Aquinas (1225-1274) is one of the greatest theological thinkers, writers, and teachers in the Christian tradition. He became a Master of Theology in 1257 in recognition of his superior intellectual qualities. Thomas believed that all of life is a search for God. His theology was grounded in his own time and context, and he courageously tackled the questions of this age and teaches us that we can do the same - be fearless in raising questions, and thorough in searching for answers.

Thomas was canonised in 1323 and named a Doctor of the Church in 1567.

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 as a means of identification by public transport operators. Students in Years 7-12 are responsible for the safekeeping of their own card.

If students lose their ID card, they need to contact the Coordinator of Administration and order another one. pauline.mills@stmarys.sa.edu.au

IMMERSION PROGRAMS

The College offers Year 11 students the opportunity to participate in three Justice Immersion Programs. Each of the experiences, in unique ways, are transformative experiences for the young people involved.

Students are selected for the immersion experience via an application and interview process.

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They must demonstrate personal resilience, a capacity for independence and the ability to cope in unfamiliar and sometimes challenging environments away from familiar support networks. Each immersion requires commitment to pre-trip preparation and learning.

Due to COVID we are currently not able to host our trips to Cambodia or Vietnam. We continue to nurture our relationship with those communities and hope to join them again soon.

Cambodia

The Cambodian Pilgrimage is an opportunity for a group of Year 11 students to become immersed in situations that enhance their perspectives of justice, charity and compassion, while supporting the English speaking and writing skills of young Cambodians.

The primary focus of the trip is providing service and working with students and teachers in a variety of settings in Battambang. Several days are devoted to working with Cambodian teachers, students and children who are supported by the Providence Sister, under the guidance of Sister Sopheak and the Friends For All Children Foundation.

Vietnam

Since 2005, St Mary's College students have participated in the trip to Vietnam. The primary focus of the experience is providing service and working with orphaned, disabled children in the Phu My Orphanage in the Thi Nghe District, Saigon and harvesting coffee at the orphanage farm in Bao Loc.

Oak Valley

The annual Oak Valley Maralinga-Tjarutja Lands Trip usually takes place in Term 3. Oak Valley is a remote aboriginal community located in the far western region of South Australia in the Maralinga-Tjarutja Lands and borders the Great Victoria Desert.

Oak Valley was established in 1985 as a community for the Anangu people displaced from the Maralinga Lands after the British atomic tests.

The students and staff who participate in this immersion experience, learn about their culture and community life, while building relationships with the Anangu people of Oak Valley, particularly with the students through their involvement with the school.



LATE ARRIVAL

Students are expected to be at school and seated in their Care Group classroom by 8.45am. Students arriving after this time will be recorded as being late. Students arriving after 9am must sign in at the Front Office, Student Services Office or the Senior School kiosk.

If there is a trend of recorded unexplained late arrivals, the Care Group teacher sends home a notification to parents/caregivers via a SEQTA notification.

LEAVE PASSES

Students in Years 7-12, may only leave the school grounds during school hours to attend appointments with permission of their parents/caregivers. A call can be made to the Student Services Office **8216 5715**, or an email sent to their Care Group teacher or Year Level Coordinator/Sub School Director with the reason why

the student needs to leave school, and the time of leaving and anticipated return. SEQTA is then updated to reflect this.

Students in R-6 will only leave the school accompanied by an adult. Junior School parents are asked to wait at Reception to collect their daughters.

LOCKERS

Each student from Years 7-12 is issued with a locker and combination padlock or key (Year 12s) for storage of their books and personal belongings. If the padlock or key 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.

LOST PROPERTY

Enquiries about lost property can be made at the Student Services Office. Please label all student belongings to minimise lost items.

MEDICATION

Provision is made at school for a sick room. However, if a student is obviously unwell before leaving home, it is recommended that they be kept home, and the school informed of their absence. This is critically important if they are showing cold and flu like symptoms.

Students are only able to wait in the sick room for 45 minutes at the most, after which time, parents/caregivers will be contacted to come and collect their daughter.

The school is not able to supply medication for students. If a student needs to take medication at school a note must be provided by the parent/caregiver or legal guardian and, where applicable, a doctor's authority to notify the school of the need to be taking medication.

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Medication remains at the Student Services Office unless prescribed to stay with the student. All medication is administered in the Student Services Office, under the supervision of a staff member and then documented.

Students need to notify their Class/Subject Teacher when they are going to take medication.

MOBILE PHONES

Our classrooms and yard are phone free zones. We believe this enhances the social interaction of our students and gives them a necessary break from digital devices.

Mobile phones need to be handed to the teacher (R-6) or placed in lockers at the beginning of each day (Years 7-11). Students can check their phones as they head out to a break.

If you need to contact your child during the school day, please call the school. Do not expect that students will have their phone with them.

Our full policy and procedure for mobile phones is available on the [SEQTA Parent Portal](#)

MONEY

Money sent to school with students for payments of any kind, should be placed in a sealed envelope, clearly marked with the student's name, class and the purpose, and brought to the Front Office before the commencement of the school day.

NEWSLETTER

The Parent Newsletter is distributed fortnightly 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 at [St Mary's College newsletter](#)

OUT OF SCHOOL HOURS CARE

Students from Reception to Year 6 can access Before School Care from 6.45 am, and After School Care until 6pm.

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. Students in Reception to Year 6 cannot wait in the Library after school to be picked up.

During the term breaks, OHSC provides a vacation care programme for students. This includes care until just before Christmas after which the school is closed for the summer holidays.

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



PARENT 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 can 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.

PHOTO PERMISSION

At certain times, students may have the opportunity to be photographed or filmed or their artwork/projects displayed. St Mary's College and/or Catholic Education SA (CESA) may also wish to use student photographs/videos or artwork in print and online promotional, marketing, media and educational materials. We require your consent to use your child's photograph/video for the above purposes. Photo Permissions are collected from parents via Consent2Go at the beginning of their child's enrolment and will remain for the duration of their time at school. Should you wish to change this permission at any time, please contact the Coordinator of Administration.

POLICIES, PROCEDURES AND GUIDELINES

Policies, procedures and guidelines most relevant to students and parents/carers are available on the SEQTA Portal. Please email the College if you cannot find what you are looking for.

PRIVACY STATEMENT

The College Privacy Statement is available on our website. [St Mary's College Privacy Statement](#)

SACRAMENTAL PROGRAM

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

SOCIAL MEDIA

Connect with us on social media and share the links with your friends and family – it is a wonderful way to discover the variety of things that happen in and beyond the classroom. We have active accounts on Facebook, Instagram and LinkedIn.

STATIONERY LIST

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

STUDENT LEADERSHIP

We empower young women when we create space for student voice in our community. Through our student leadership program, we support students to develop confidence and leadership presence. We live our values of truth, justice, and community through our student leadership program.



There are opportunities for student leadership from R-12 through the Student Representative Council (SRC) and Justice Leadership Team.

Both teams seek to engage student voice, build community, and raise awareness about things that matter to young people, and local and global events that are important for us to engage with as a Catholic school.

All year levels have student leadership representatives who meet on a regular basis. From the time they begin at St Mary’s College, students can aspire to a senior leadership role. Year 12 students can apply for a College Captain, Deputy, or Coordinator role. We have senior leaders in the following portfolios:

- College Captains and Deputies Justice and SRC.
- Sport Captain and Deputies.
- Sports House Captains.
- Music Captain and Deputy.
- Drama Captain and Deputy.
- STEM Coordinator and Deputy.

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 attendance/lateness issues.

Student Services Office 8216 5715

STUDENT WELLBEING CENTRE

The Wellbeing Centre is a safe and calm environment where our staff support students in addressing a range of social, emotional, and psychological needs. The centre provides students with an opportunity to reflect on what is happening and how they feel and offers a wide range of resources and strategies to address these concerns. The Wellbeing Centre also includes a break out space with a range of sensory aides to support emotional regulation.

SUBJECT SELECTION INFORMATION EVENINGS

Subject Selection Information Evenings for parents/ caregivers and students in Years 9-11 are held in Term 3 of each year to help parents/caregivers assist

their daughters with subject choices. For students in Years 10 and 11, this process also involves parent/ caregivers, the student, and a member of the Leadership Team or a Year Level Coordinator in a formal subject counselling appointment.

SUSAN SULLIVAN LIBRARY

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.

UNIFORM

Please refer to the St Mary’s College Uniform Policy and Procedure which can be found on the [SEQTA Parent Portal](#).

VISITORS

All visitors to the school campus are asked to report to the Reception/Front Office and are required to electronically sign in, complete the COVID declaration and collect a visitors’ badge, which must always be worn while on campus.

VOLUNTEERS - PARENT INVOLVEMENT

There are many ways in which parents/caregivers can assist the school by volunteering their services in areas such as sport, reading, excursions, Friends of Music committee and Friends of Sport committee. It is a requirement that all volunteers must have current police clearance, covid vaccination certificate, and have completed Responding to Risks of Harm, Abuse and Education – Education and Care (RRHAN-EC) training. This process and the cost, for volunteers, is undertaken and covered by the College. An induction of parent/ caregiver volunteers is also required to take place prior to volunteering.

Please contact Pauline Mills at the College for further information pauline.mills@stmarys.sa.edu.au

WORKPLACE HEALTH AND SAFETY (WHS)

St Mary's College seeks to ensure, so far as is reasonably practicable, that students, employees, voluntary workers, guests, 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.

St Mary's College is a non-smoking site at all times and for all people entering the campus.

YARD SUPERVISION

Staff provide yard supervision before school from 8.00am and after school until 3.35pm. Students in R-6 can access before and after school care. Students in 7-12 can access the Susan Sullivan Library until 4.30pm.

YOUTH ALLOWANCE

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.

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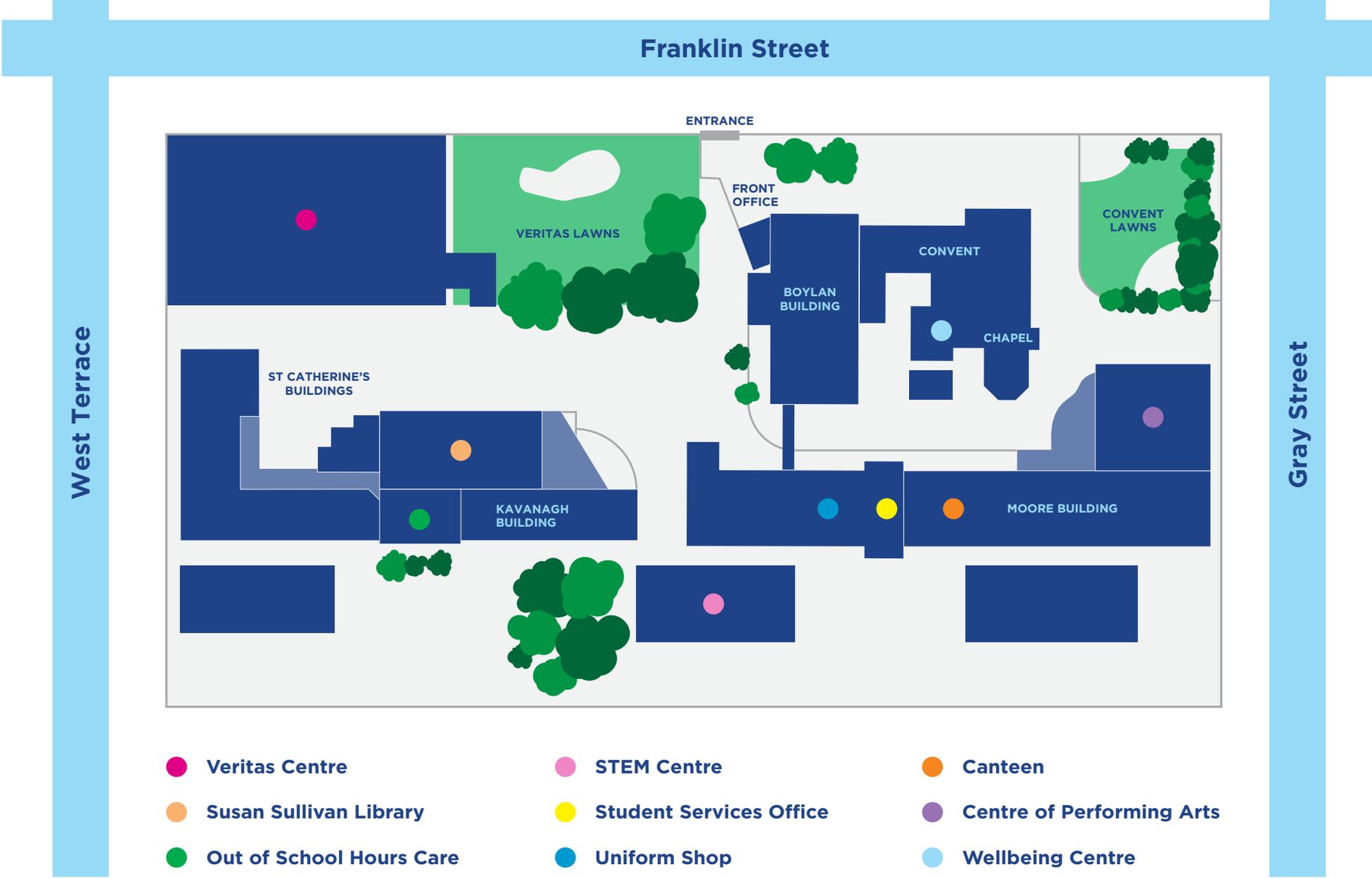
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- Veritas Centre
- STEM Centre
- Canteen
- Susan Sullivan Library
- Student Services Office
- Centre of Performing Arts
- Out of School Hours Care
- Uniform Shop
- Wellbeing Centre

REVISION RECORD

DOCUMENT TITLE	Parent handbook
DOCUMENT TYPE	Handbook
POLICY OWNER	St Mary's College
CONTACT	Clare Nocka, Principal 8216 5700 clare.nocka@stmarys.sa.edu.au
APPROVAL AUTHORITY	Leadership Team
REVIEW DATE	November 2023
REVIEW PERIOD	Annual
REVISION HISTORY	Created January 2022 Revised November 2022



ST MARY'S COLLEGE

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