Compassionate Respectful Courageous Resilient Committed

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www.smwms.nsw.edu.au





Educating Hearts and Minds

Happy and
Safe
Environment



St mary's

War Memorial

your child's full potential

Expanding boundaries with technology

Affordable

Investment

in your child's future



Offering More in Education

- ~ Extra Curricular Resources
- ~ Sporting and Leadership Opportunities
- ~ Special Interest Groups



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St Mary's Educating Hearts and Minds

At St Mary's School We Educate Hearts and Minds

Our students are given the opportunity to develop Christian values by firstly knowing that they are loved by God and others and then following Jesus Christ's example of loving others. This is developed through our relationships with other people, religious education classes and practice of the rituals of the Catholic faith.

St Mary's School:

- Provides a safe, predictable and challenging learning environment for the students
- Focuses on the everyday action in classrooms
- Ensures a shared approach to teaching, learning and assessment that is up-front and explicit
- · Allows for higher level learning
- · Allows for the best methods of teaching and assessment to be adopted and implemented

Vision and Mission Statement

Vision

St Mary's War Memorial School is a vibrant and inclusive Catholic School community, inspiring minds, enriching hearts and celebrating achievements.

Mission

In partnership with families, we are committed to educating children who are:

1. Compassionate

Loving one another as Jesus showed us.

2. Respectful

Christian stewards with an understanding and appreciation of earth, themselves, culture and social diversity.

3. Courageous

Authentic and spirited in their faith, learning and actions.

4. Resilient

Adaptable, engaged and confident in their learning and interactions with each other.

5. Committed

Creative problem solvers who collaborate with others to become responsible learners.

Curriculum

The formalised curriculum is divided into Key Learning Areas (KLA):

- Archdiocese of Canberra and Goulburn, Catholic Education Office use the Brisbane Curriculum as
 the foundation for Religious Education units written by our teachers.
- English, Mathematics, Science, HSIE: History and Geography, Personal
 Development/Health/Physical Education and Creative Arts are implemented as per the NSW Syllabus.

St Mary's teachers ensure that students learn in a positive environment that is challenging and meets their needs. We have implemented inquiry learning into all curriculum areas which allows for more individualised learning and a more personal relationship between staff and pupils. Our early literacy program includes the Jolly Phonics program and reading instruction using Just Right for Me books. Learning involves the use of technology. In 2025 we have begun phasing out of the use of iPads and moving to an environment where each child will be supplied with their own device. See details on page 5. Parents receive written reports of their child's progress twice a year and are invited to attend formal parent teacher interviews twice a year.

St Mary's School is part of the **school system** operated by the **Archdiocese of Canberra and Goulburn**. The Catholic Education Office employs staff. St Mary's School Board determine local policies for the school, assist in the selection of staff, monitors the finances of the school and provides advice to the Principal whose task it is to facilitate the implementation of Government, Archdiocesan and local policies within a genuinely caring and supportive environment. St Mary's School has **Registration and Accreditation** from the Minister of Education and Training and the NSW Board of Studies.

Staff

- Principal responsible for the provision of quality education of hearts and minds and ensuring that
 all students are happy and safe. The Principal is also responsible for administration and organisation
 of the school according to the policies and guidelines set down by the Catholic Education Canberra
 Goulburn (CECG), Catholic Education Commission (CEC), Minister of Education and Training, the NSW
 Education Standards Authority (NESA).
- Assistant Principal assists in the day to day running of the school and provides assistance with teaching methods and pedagogy including the implementation and maintenance of learning with technology.

- Religious Education Coordinator in liaison with the Principal and Parish Priest, coordinates the spiritual dimension of the school, and provides support for teachers in implementing the Archdiocesan Religious Education Guidelines "Treasures New and Old" across K-6.
- **Sports Coordinator** organises school carnivals, inter-school and representative sport and sport resources. This position is presently shared among executive staff with support from office staff.
- Classroom Teachers each class has an assigned classroom teacher who is well educated with appropriate qualifications.
- Classroom Support Teacher assist students and teachers in providing for the diverse needs of all students.
- Librarian assists learning and teaching with a literature and research based focus.
- Clerical Administrator provide additional support to staff and students in the school Office
- Grounds and Maintenance persons responsible for day to day cleaning and upkeep of grounds and buildings.

The **Parish Priest** is responsible to the Trustees of the Archdiocese for the administration of the Parish and parish property, including the school. As Pastor, he is also responsible for the spiritual support of students and staff, through prayer, liturgies and the preparation for, and celebration of the Sacraments within the school and Parish.

Daily Timetable

0.00	
8.30am	Supervision

8.55am Bell for classes – morning assembly

9.00am Classes commence

11.00-11.25am Recess 1.00-1:45pm Lunch

3.20pm Bell for dismissal
3.20-3.40pm Bus supervision

3.20-3.30pm Student exit supervision



Enrolment

Enrolment of students at St Mary's is open to children of all faith traditions.

The Principal, or Principal's delegate will interview first time parents seeking enrolment for their child. At this interview parents must give a firm undertaking that they will accept and support the life, nature and identity of the Catholic School, including the participation of their child in the Religious Education program of the school. For a Kindergarten enrolment, generally speaking, the child applying for a position in the school must turn 5 on or before April 30 of the year of admission.

Enrolment applications are available from the School Office.

NAPLAN

The National Assessment Program Literacy and Numeracy (NAPLAN) tests will take place in May each year. Students in Years 3 and 5 will sit the following tests:

Writing

Language Conventions

Reading

Numeracy

NAPLAN results inform the Annual School Improvement Plan.

Prayer

Prayer has an important place in the life of St Mary's School community. Staff pray on a regular basis. Prayer always precedes any school meetings, gatherings and assemblies. Students pray in their classrooms each day in a manner appropriate for their age. Prayer may focus on children's concerns and/or provide guidance for them in developing positive relationships at school, at home, in the community and with God.



St Mary's Expanding Boundaries with Technology

St Mary's School is well resourced with technology. 2025 has seen a change in the use of technology as we gradually supply students with their own device as we move away from iPads to an environment of laptops. In addition, each classroom is fitted with a digital whiteboard which is used to manipulate information and data, and to foster collaborative learning.

At school, technology is used to enhance teaching and learning, most notably with the ease that students are able to settle down to work, find information and creatively present their knowledge, communicate with their parents (Seesaw) and teachers and publish their own writing.

Newsletters are available on the St Mary's School website and the Schoolzine app. Text out messages are also used to communicate with families. The Community Council operates a Facebook page that you are welcome to join. It is useful for parents to share messages and information. Our school also has a Facebook and Instagram page that is public. The purpose of this page is to inform the wider community of the fantastic things that happen at our school. We invite everybody to like and share the new page which is called St Mary's War Memorial School with this cover picture.



St Mary's Explores Your Child's Full Potential

Assemblies

Assemblies are designed to build confidence, self-esteem and pride in their own achievements amongst students. Parents of students receiving an Award will be notified and invited to the assembly. Major assemblies are held each Friday from 1.50 in the school hall. On other days students assemble each morning at 8.55 for daily messages.

Choir

Students interested in singing and performing are invited to join the choir which performs at school events and for the wider community.

Competitions

St Mary's students participate in many academic, sporting and cultural competitions to allow students with various skills and talents to excel.

Excursions

Excursions (and other activities outside the school grounds) are a valuable way to extend the learning environment and provide additional experiences not normally available within the formal school setting. Excursions also enhance student opportunities and play an important role in developing students' knowledge, understanding and skills. Payment of excursions may come from school funds, special grants or parents will be asked to contribute. Due to the cost factor for parents the major excursion for Years 5/6 is planned on a biannual basis.

Learning Support

St Mary's aims to provide a learning atmosphere in which each child is known and appreciated and where he or she can develop as a happy student in the pursuit of knowledge and skills.

St Mary's Learning Support Program aims to:

 Provide education for all children in regular classes organised in such a way that all students, including those with special needs, will be able to participate in a significant proportion of activities.

- Structure all learning strategies in such a way as to ensure that the student's learning is clear, through
 the use of concrete materials and situations which actively involve the student.
- Organise learning into manageable steps.
- Develop and support student's self-esteem through the use of praise, encouragement and reinforcement.
- Recognise the uniqueness and dignity of each person.
- Develop the whole person in terms of intellectual, physical, social, spiritual and emotional growth.
- Provide a network where the classroom teacher, the student's parents, the Classroom Support teacher and others work in consultation.
- Determine the best teaching and learning strategies for the student, and accepting responsibility for reporting to parents on progress by the student receiving special education.

Parents wishing to enrol students with special needs are invited to contact the Principal before the end of Term 2, or as soon as possible, to discuss their child's requirements.

Library

The Library plays a focal role in the school's educational planning. The Library is set up to provide up-to-date resources for the students across K-6. It is internet based using the Oliver Library system and students are encouraged to become familiar with on-line cataloguing.

The Library is open 2 days a week at lunchtime from 1:10 to 1:45pm for student use.

Class groups are timetabled for a weekly Library visit. The focus of each Library lesson in K-6 is developing literary appreciation and understanding.

Resources

St Mary's is proud of the high-quality resources and equipment available for teaching and learning. We closely monitor the quality of all resources and renew these when required.

Scholastic Book Club

This Club gives parents the opportunity to buy reasonably priced books for their children. If you wish to place an order, we encourage you to use the online ordering system which is explained on the order form. If you prefer we will order for you. We ask that you please place the order form and the correct money (if possible)

in an envelope, label it with the child's name and class and return either to Class Teacher or the school's office.

Year 6 Leadership Program

St Mary's recognises that all senior students have skills and talents in the area of leadership and that all students have the potential to contribute positively and become excellent role models who enhance the values and attitudes of St Mary's School.

Students from Year 6 have the opportunity to stand for election as School Captains, House Captains, Faith Leaders, Resource Leaders and Community Leaders. Each of these groups meets regularly with a mentor and have defined roles and responsibilities.

School Captains

At the end of each school year two school Captains from the incoming Year 6 are elected by staff and students from Years 2 to 5. The Captains will have areas of responsibility that will be clearly visible and easily recognised within the school, and will further develop their lifelong skills so that they are able to -

- Work collaboratively with others
- Solve problems without conflict
- Set personal goals that provide meaning, purpose and direction in life
- Recognise personal talents and the talents of others

Sport

St Mary's provides the students with a varied and challenging sporting program.

- Learning is in accordance with the NSW Curriculum
- School cross country, swimming and athletics carnivals provide students with the opportunity to represent the school at Western Region, Archdiocesan, MacKillop and state levels.
- Opportunities also exist for students to represent the school at Archdiocesan, MacKillop and state levels in all regular team sports e.g football, tennis, netball, basketball.
- Participation in local Gala Days as well as competitions in nearby towns.
- Whole school swimming program targets student's needs and talents.
- Participation in sporting clinics run by district development officers.
- We use local sporting venues: basketball stadium; tennis courts; Little Athletics, netball and football facilities.
- St Mary's has a long history of participation and success in the Primary Catholic Schools Basketball Competition

Sport day is determined by each class teacher and parents will be informed. Sport Uniform is also worn to school on these days. (Please see section on school Uniform). The school conducts a swimming program in term 4.

Our **Sports Coordinator** organises school carnivals, inter school and representative sport and monitors equipment and resources.

The **School Sporting Houses** have been named after three important people who have made significant contributions to education and the life and welfare of young people and their families, particularly those in the outback.

House	Colour	Emblem	Motto
MacKillop	Red	Waratah	Act With Purpose
McAuley	Yellow	Wattle	Act With Love
Tenison-Woods	Green	Banksia	Act With Courage



St Mary's Happy and Safe Environment

Absent or late to school

Students who come late to school must report to the Office who will record the reason for the lateness and provide the child with a late slip for class.

It is the parent's responsibility for ensuring their child/children attend school every day. It is the Principal's responsibility to ensure all parents comply with government regulations in this area and if there is continuous unacceptable or unexplained absences, outside authorities must be contacted.

Absences are recorded on Compass. This is legal documentation and is always inspected at school registration and is subject to random inspections. It can also be called upon by the Courts in family disputes.

If your child is away from school for any reason the parent or primary caregiver must complete an attendance note to explain the situation. The preferred method is to complete a Compass App attendance notice; however an email or written note will be accepted.

Access to Students during school hours

For security reasons all visitors to the school are expected to first sign in at the Office. If a student is to be absent during any part of the school day they must be "signed out and in". The Principal needs to be advised about persons who have or do not have authorised access to children. (In such cases the Principal may require copies of Parenting Agreements.)

Appointments or Interviews

Appointments/Interviews are encouraged as a means of open communication between parents and the school. The Principal and teachers of St Mary's are available for interviews if they or the parent recognise the need to speak about particular matters relating to a child. Contact with teachers is to be made within school hours via office phone or email. Appointments for interviews can be arranged through the Office or by direct contact with the teacher concerned. The Principal can be contacted for emergencies out of school hours. If parents have any queries, concerns or information which would be useful for the school to be aware of, we encourage you to contact the school as soon as possible.

Buddies

Each year students in Kinder and Year 6 buddy up. This program provides the younger students with a special friend who takes a personal interest in their welfare, especially on the playground.

Bus Travel

Free Bus Travel is available for all students up to and including Year 2, regardless of the distance they live from the school and for students in Years 3 to 6 who live more than 1.6 km from the school. Forms are available online from the School Student Transport Scheme (SSTS) website. There are also other concessions for families who live out of the town limits.

Canteen

The school canteen sells recess and lunch for students and staff.

The only way to order is via the school's QKR! App which is also contains the menu choices.

The running of the canteen relies on parental support. All families are encouraged to use this facility and help by submitting names for the canteen roster. The canteen is closed on Tuesdays, Wednesdays and Thursdays.

Change of Address

The school office must be notified of any change of address or phone number. If intending to transfer from the school, the Principal should be notified.

Counsellor

St Mary's School has the services of a school counsellor provided by Catholic Care and the Catholic Education Canberra Goulburn.

Going Home

Vehicle pick up (and drop off) of students is via the Church car park or along Church Street. To aid traffic flow in Church carpark, cars entre via Court Street Lane entrance and leave via Church Street entrance. Parents are required to come onto the school grounds to collect their children. After school, children travelling by vehicle are to go to the lawn area. The teacher on duty will dismiss the child when the parent arrives at the lawn area or when the teacher sights the parents at the gate to the car park or at the gate to the entrance off Church



Street. Students will not be dismissed to walk to parents waiting in vehicles in either area.

We request that children are not to be picked up on England Street. Besides being dangerous with buses pulling in and out, significant parking restrictions and subsequent fines are in place for England Street and these restrictions are enforced by the local police. Bus travellers are to line up outside the tuckshop and move to the bus shelter on England Street with the teacher on duty. All students, other than bus students, are expected to be picked up at 3.20pm.

Hours of Duty

The school grounds are open to students from 8.30am each morning and remain open until 3.30pm each afternoon, and until the last bus leaves. At all times outside this period, no supervision will be provided and no responsibility will be taken by the school for any consequences of the activities of students outside those hours.

Parents can assist the school in the interests of the students' safety by ensuring that students do not attend or remain on the school grounds outside those stated hours Monday to Friday inclusive. Special arrangements will be made in relation to authorised school activities which require the attendance of students at the school outside these hours.

Newsletter

It is essential that Parents read the newsletter as it contains all current and upcoming events in the school. The newsletter is produced every week and is the primary source of communication to parents. You are able to access the newsletter on St Mary's School website and on the Schoolzine app.

Building Character and Resilience

The Building Character and Resilience Program is implemented at St Mary's as a peer group activity. Students from every class are grouped together and engage in activities focused on the weekly Virtue and school focuses. Our students explore and experience unique ways they can grow in care and respect of each other.

Community Council

The Community Council welcomes parents and community members to join expert groups and share ideas and assist the school with events and activities. The Community Council expert groups provide input and suggestions regarding the school. It is the major fund-raising organisation for the school raising money for school improvement and charities. The Community Council meets twice a term as required.

Pastoral Care and Welfare, including anti-bullying

St Mary's policy on Pastoral Care and Welfare is available on the school's website. (http://www.smwms.nsw.edu.au/).

Phone/Office Hours

The school office hours are 8.50am until 3.25pm. Teachers will not be called out of classes to take calls. Should a parent telephone a teacher or student during class time a message may be left or a more convenient time to call will be suggested by the school office.

Sick Children/Accidents/ Documentation

At the commencement of each year, it is compulsory for parents to complete a Medical Information and Asthma Form for each child. If you indicate your child has Asthma, an Asthma plan and medication requirements must be provided to the school office each year.

Any student requiring prescribed medicine through the day should hand the details of administration and all medicine to the Office, accompanied with written instructions from the parent or caregiver. Medication will be dispensed under supervision.

In the case of sick children at school the Office staff will contacts parents. For this reason, an alternative contact name and phone number is required by the Office in case the parent is unable to be contacted. In the interim until the parent arrives to take the child home, the child may be left in the sick bay if too ill to remain in the classroom. In the event of serious injury, the parents and

Principal are immediately notified and the ambulance called. Students requiring medical assistance will be transported to the West Wyalong

Health Facility. All students are covered by the Catholic Education Office Ambulance Insurance scheme. All reportable accidents are recorded on the 'Accident Proforma' and are kept in the student files.

On enrolment, the school is to be provided with an Immunisation Certificate for each child. In the event of an outbreak of a vaccine preventable disease at school, children not immunised will be required to remain at home for the duration of the outbreak.

The following guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced.

These recommended periods are issued as a guide to teaching staff and medical practitioners and may be modified in individual cases as circumstances warrant. Variation in the recommendations may be warranted in cases of local epidemics. In cases of doubt, or for guidance about conditions not mentioned on the list, advice should be sought from the appropriate clinician, school medical officer or medical officer of a health authority.



Condition	Cases	Contacts
Chicken Pox (Varicella and Herpes Zoster)	Exclude until fully recovered or at least 5 days after the eruption first appears. Note — some remaining scabs are not an indication for continued exclusion	Any child with an immune deficiency (eg leukaemia or receiving chemotherapy) should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis (Acute Infectious)	Exclude until all discharge from eyes has ceased	Not excluded.
COVID-19	Exclude until negative test result is provided	Exclude family/household contacts until cleared to return by an appropriate health authority.
Diarrhoea (Rota Virus, Shingella, Giardia, Salmonella, Campylobacter)	Exclude until diarrhoea has ceased.	Not excluded.
Diptheria	Exclude until medical certificate of recovery following at least two negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular Fever	Exclusion is not necessary.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded

Condition	Cases	Contacts
Human Immunodeficiency Virus (HIV)	Exclude until appropriate treatment has commenced and visible sores are covered with a dressing.	Not excluded.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced and visible sores are covered with a dressing.	Not excluded.
Leprosy	Exclude until return has been approved by appropriate health authority.	Not excluded.
Measles	Exclude for at least four (4) days from the appearance of rash.	Immunised contacts not excluded. Non-immunised contacts to be excluded until fourteen (14) days after the first appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hours of their first contact with the index case, they may return.
Meningitis (Bacterial)	Exclude until well	Not excluded.
Meningococcal Infection	Exclude until well.	Not excluded.
Mumps	Exclude for at least nine (9) days after onset of symptoms.	Not excluded.
Poliomyelitis	Exclude for at least fourteen (14) days from	Not excluded.

Condition	Cases	Contacts
	onset. Readmit on a medical certificate of recovery.	
Ringworm, Scabies, Pediculosos (lice), Trachoma	Exclude until the day after treatment has commenced.	Not excluded.
Rubella (German Measles)	Exclude until fully recovered or for at least four (4) days after the onset of rash.	Not excluded. NB female staff of child-bearing age should ensure that their immune status against rubella is adequate.
Streptococcal Infection (including Scarlet Fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until production of medical certificate from appropriate health authority.	Not excluded.
Typhoid and Paratyphoid Fever	Exclude until production of a medical certificate of recovery.	Not excluded.
Whooping Cough	Exclude for five (5) days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than seven (7) years for fourteen (14) days after the last exposure to infection or until they have received five (5) days of a fourteen (14) day course of antibiotics.

Sun smart policy

It is compulsory for all students to wear hats all year. The Sunsafe Policy is available on the school website: http://www.smwms.nsw.edu.au/

Uniform

St Mary's School Community Council determines the school uniform which is compulsory for each student. In cases where this is temporarily impossible, the student must bring in a signed note from the parent.

St Mary's School uniform is comprised of the following -

SUMMER	WINTER	
	(Ties to be worn from June 1 to Aug 31)	
Girls	Girls	
Pale blue button-up shirt with logo	Tartan skirt/navy slacks	
Navy skorts	Pale blue shirts (long sleeve optional) with logo	
Black shoes	Polar fleece jumper	
Navy socks	Lightweight jacket (not to be worn separately)	
Bucket crested hat	Navy tights/stockings/socks	
	School tie (available from school)	
	Bucket crested hat	
SUMMER	WINTER	
Boys	Boys	
Pale blue button-up shirt with logo	Grey trousers	
Grey shorts	Pale blue shirts (long sleeve optional) with logo	
Black shoes/boots	Polar fleece jumper	
Grey socks	Lightweight jacket (not to be worn separately)	
Bucket crested hat	Grey socks	
	Bucket crested hat	
	School tie (available from school)	
	,	
SPORTS UNIFOR	RM (BOYS & GIRLS)	
SUMMER	WINTER	
Pale blue polo shirt	Pale blue polo shirt	
Navy basketball shorts	Plain navy track pants (no stripes or writing)	
Bucket crested hat	Polar fleece jumper	
White socks	Lightweight jacket	
Joggers	Bucket crested hat	
	White socks	
	Joggers	

It is expected that all items of the uniform are worn appropriately and kept in good order. Students uniform should present as clean and tidy. For health and safety reasons hair is to be worn tied back if longer than shoulder length. Hair adornments must be in a colour scheme that matches the uniform and kept to a minimum. Jewellery is also to be kept at a minimum. Most Items are available from Wendy's Embroidery, except for tartan skirts and ties which are available from the school office.

Available from the school:

Ties (to be worn from June 1)	.\$16.00
Tartan Skirts	\$40.00
School back packs	\$50.00



St Mary's Affordable Investment In Your Child's Future

School Fees

Tuition Fees are set by the Catholic Education Commission and are payable to the Catholic Education Office each term via the school office. Resources, Building & Maintenance Levy and ICT Levy are school based fees set by the school Board. Although fees rise each year we try to keep the level of fees to a minimum. Accounts are forwarded to parents within the first four weeks of each term, for payment within thirty days. Fees may be paid by cash, direct debit, Eftpos or BPAY on a weekly, fortnightly, monthly, half-yearly or yearly basis.

Parents experiencing financial difficulty are encouraged to speak confidentially with the Principal, who may be able to make arrangements for a payment plan that will suit your family circumstances. Scholarships are also available through the Parish. In accordance with Archdiocesan policy no child will be denied Catholic schooling because of a genuine inability of parents to pay fees or levies.



SCHEDULE OF FEES 2025

FAMILY FEES	
Tuition fee (per family)	\$ 1576.00 per Year
	\$ 394.00 per Term
School Resource Fee (per family)	\$ 1597.00 per Year
	\$ 399.25 per Term
	\$ 3173.00 per Year
SUBTOTAL	\$ 793.25 per Term
	\$ 793.25 per Terrir
PER CHILD FEE	
Student Resource Fee (per student)	\$ 339.00 per Year
	\$ 84.75 per Term
TOTALS	
	\$ 3512.00 per Year
1 child	\$ 878.00 per Term
2 children	\$ 3851.00 per Year
	\$ 962.75 per Term
3 Children	\$ 4190.00 per Year
	\$ 1047.50 per Term



Notes