



**ST. MARGARET MARY'S SCHOOL**  
**Brunswick North**

*'Catch the Spirit.'*

# **SCHOOL HANDBOOK**

## **2021**



**Principal:** Ms Fiona Dearn



## St Margaret Mary's Primary School

47-49 Mitchell Street, Brunswick Nth 3056

Phone: 9383 6699

# Welcome to St. Margaret Mary's.....

## Message from the Principal

St Margaret Mary's Catholic Primary School was founded in 1913 and after more than a century continues to offer the local community a comprehensive curriculum that supports and empowers its students to become independent, socially aware, lifelong learners. At St Margaret Mary's the well-being of our students is paramount. For students to be able to learn they need to be happy. We aim to develop individuals who are resilient, reflective, self-managed, curious, collaborative and creative within a warm environment where everyone feels that they belong.



The development of relationships between students and their teachers and students with each other is fundamental to our work. We want to develop self worth and confidence- both requirements for actively engaged learners.

We provide our students with opportunities to be immersed in new content across the curriculum and stimulate a lively curiosity about the world around them. We challenge our students through the Catholic social teachings that look to question the status of the global community and give our students opportunities to support others who are locally and globally less fortunate.

We prepare our students for the challenges of everyday living by developing their skills in Numeracy and Literacy, supporting them to problem solve and to think critically and creatively.

Our specialist programs support holistic education through the Arts- Performing Arts and Visual Arts, Physical Education, Italian language and development of skills in digital technology. Engagement is high in our choir and Mini Vinnies and in 2018 we introduced a chess club and gardening club.

All this is underpinned by a family community of faith as we strive to support students in their spiritual understanding through prayer, Catholic traditions and stories.

Welcome to our school community- 'a small school with a big heart'. Ring to make an appointment to see our vision in action and experience the buzz that engaged learning activates. Our families love our school. I think you will too.

Contact me anytime for a personal tour.

Regards  
Fiona Dearn



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### INFORMATION

PARISH PRIEST: FR. ANTHONY Q. NGUYEN S.D.B.  
51 Mitchell Street North Brunswick Tel: 9386 6522

PRINCIPAL: FIONA DEARN

DEPUTY PRINCIPAL: Claire White (W/Th ) Renee Ladner (Mon/Tues/Fri)

**Principal email:** [principal@smmbrunswicknth.catholic.edu.au](mailto:principal@smmbrunswicknth.catholic.edu.au)

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**Web:** [www.smmbrunswicknth.catholic.edu.au](http://www.smmbrunswicknth.catholic.edu.au)



### STAFF 2021

#### Classroom Teachers

Prep C - Christina Kelly

Junior M- Gemma Macdonald

Junior S- Sally Parkinson

Middle M- Meg Powell

Middle EC - Erica Buckthought/Claire White (M/T)

Senior G- Gemma Peasnell

Senior M- Matthew Lowe

Religious Education Leader - Renee Ladner

Literacy Leader- Sally Parkinson

Numeracy Intervention Maria Lantieri

Student Wellbeing Leader- Maria Lantieri

Teaching and Learning Leader- Claire White

Visual Art- Maria Lantieri

Performing Arts - Emma Cutler

P.E. - Kate Hart

Italian - Pierina Schiavello

Reading Recovery - Teresa Walsh

Learning Support Assistants- Georgia, Angela, Mary,  
Luke, Suzanne, Brianna

Office Administration Staff- Deanne and Michele





## **SCHOOL PROFILE**

St. Margaret Mary's School is situated in North Brunswick which lies in the northern part of the city of Melbourne. We are richly blessed with a variety of cultures and faith expressions. We have been challenged to develop a curriculum and a way of being which is inclusive and ensures all students strive for excellence in their learning. St. Margaret Mary's has a proud tradition dating from 1913. It's major hallmark has been its Catholic identity and a strong sense of community, built on genuine care and concern for children and their families. We are committed to working co-operatively to provide a happy school life for all children as they experience success in their learning

At St. Margaret Mary's School we use language which does not exclude or alienate, but which welcomes and invites. We encourage the children to work cooperatively in groups which include mixed abilities as well as providing support and extension. We work, learn, teach and reflect together within a process which is integrated and negotiated. We seek to develop a respect for one another's culture and to understand the sacredness of each others' beliefs. Most children in the school are born in Australia, and bring the richness of many different cultural backgrounds to the life of the community.

The present school population numbers around 125 We have close links with our Parish community and the wider community.

## **VISION STATEMENT**

Guided by our faith tradition together we welcome, inspire, empower and nurture all to be the best we can be.

## **MISSION**

As a Catholic learning Community we educate through innovative and evidence based practices. Students are at the centre of learning. We provide opportunities to collaborate, create and be curious. Students are challenged to reflect, problem solve and flourish in their learning. Every student is valued. We promote self-worth through connectedness and discover of their interests. We build optimism , self management and foster positive relationships within a safe and inclusive environment. We work in partnership with our families and engage them in their child's learning journey. Our faith inspires us to contribute actively and compassionately in our world through service to others and stewardship





## **CURRICULUM**

*Learning is understanding our own and other people's capabilities and reaching our full potential. Learners question, wonder, play and are open to new experiences.*

The Victorian Curriculum standards outline required learning for all students in Victoria from Prep to Year 10, describing in detail what students are expected to know and be able to do at each year level. The school uses these standards for program planning and as a benchmark for assessing and reporting on student progress.

Learning Dispositions are taught explicitly with a highlight on collaboration, creativity, resilience, problem solving, self management, curiosity and reflection.

We offer a balanced curriculum that includes structured core subjects with a synthetic phonics program (Sounds-write) in the junior years alongside exploration of Rich literature. Our play based approach encourages Discovery and inquiry learning across all curriculum areas.

The Victorian Curriculum structure encourages teachers to use the curriculum to appropriately target the learning level of every student. The design of the curriculum as a continuum of learning is intended to ensure schools and teachers use the full continuum to more effectively monitor and provide feedback to students on their learning.

1. Within the eight learning areas of the Victorian Curriculum (English, Mathematics, Science, History, Technologies, The Humanities, Language and The Arts)
2. Students are given opportunities to develop the capabilities of Critical and Creative Thinking, Ethical, Intercultural and Personal and Social Skills and Knowledge.
3. We aim to give our students the life skills they need to manage themselves as individuals and in relation to others, to understand the world in which they live and act effectively in it.

Everything that happens at our school is underpinned by the St Margaret Mary's School Vision.



## **RELIGIOUS EDUCATION**

At St Margaret Mary's Catholic Primary School we believe that Religious Education is central to our mission. Through our teaching and actions we affirm the faith development of the whole school community and both strengthen and challenge the faith of all individuals. Religious education provides the Gospel Values by which one can live. We affirm and promote the faith development of the whole school community. We believe that Religious Education, based on Jesus' lifestyle and teachings is fundamental to everything we do. We enrich students' faith and spiritual development through the teaching of the beliefs, history and traditions of the Catholic Church. We challenge students to live according to Gospel values. There is a Sacramental program which caters for: Reconciliation (Grade 3), First Eucharist (Grade 4) and Confirmation (every second year, grades 5 and 6).

### **Social Justice and the Catholic Social teachings are incorporated into our Inquiry work**

The dignity of the human person

The common good

Subsidiarity and participation

Solidarity

Preferential option for the poor

Economic justice

Stewardship of creation

Promotion of peace

## **STUDENT BEHAVIOUR MANAGEMENT**

**SWPBS:** At STMM we promote a positive, safe, and inclusive learning community. We value and respect individuality and encourage all students to become capable and confident learners. We strive to achieve our personal best and bring out the best in others. As part of our SWPBS process, we have established four clear, positive expectations for the behaviour we expect from students, staff and parents in all areas of our school. Our Expectations:

Be Respectful,

Be Safe,

Be Responsible,

Be your Best.





## **ASSESSMENT**

Students' progress is continually monitored throughout the year. At the beginning and end of the year specific standardised literacy and number assessments are used. Ongoing assessment including observations, samples of work, self-reflections assist in tracking student learning.

Assessment includes:

- Early Years Literacy Assessment P - 2 twice yearly
- Fountas & Pinnel Reading and Comprehension 3 - 6
- PAT Maths 1 - 6
- Essential Assessments (Numeracy)
- NAPLAN Years 3 and 5

Ongoing monitoring of each unit of work is implemented at appropriate times. This assessment is used by teachers to plan explicit targeted teaching to meet the needs of every student in their classroom.

## **REPORTING**

Student reports are sent home in June and December. These reports indicate to students and parents the progress made and assist in the student in reviewing their goal setting for future learning.

Reporting includes:

- Parent/Teacher Meeting in February each year
- June written report and Student/Parent/Teacher conference
- December written report

Students also share their learning with their families via SeeSaw online learning journals. Learning journals are a collection of student work that richly represents them as a learner and provides authentic evidence of learning. They demonstrate evidence of the student's efforts, progress and achievements in many areas and illustrate a learning journey.

## **STUDENT VOICE**

Students in all levels have the opportunity to have their say through the Student Representative Council. Two students from each class are elected each year to meet with the Principal and lead class meetings to give student a voice on the direction of the school. Student leaders are chosen from year 6 students. In 2021 we have School Captains, Social Justice captains, Sustainability captains, Art captains, and Sports captains who were elected after a comprehensive Leadership Course held when they were in year 5.





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Students can also join Mini Vinnies to support those in need.

### TERM DATES - 2021

#### TERM 1

Tuesday 28<sup>th</sup> January - Thursday 1st April

#### TERM 2

Monday 19<sup>th</sup> April - Friday 25<sup>th</sup> June

#### TERM 3

Monday 12<sup>th</sup> July - Friday 17<sup>th</sup> September

#### TERM 4

Monday 4<sup>th</sup> October - Friday 17<sup>th</sup> December



### SCHOOL TIMES

#### Gates open 8.30am

The first school bell rings at: 8:45 a.m.

Class commences: 9:00 a.m.

Lunch: 11:05 a.m.- 11:45 a.m.

Afternoon Recess: 1:50 p.m. - 2:30 p.m.

Dismissal 3:30 p.m.

### SCHOOL FEES AND LEVIES

**School Fees** for 2021 are \$1957 for 1 child family and \$2380 for 2+child family. Fees are billed in term 1 for the whole year, and are payable in three instalments of

Fees may be paid at the commencement of the year, each term or weekly. We also offer payment plans, please see Deanne in the office to arrange a payment plan option.

**School Levies** for 2021 are \$400 per child and is paid once per year. Payment is due by the end of term 1. Building levy per family is \$200

A discount of \$60 is offered if the full fees and levies are paid before 1<sup>st</sup> March of the new year.

Stationery Levy: \$50.00 per child (to be paid at the start of each year, 1<sup>st</sup> week of term 1)

Excursion Levy: \$60.00 per child (\$80 for Year 6 only) to be paid by the end of term 1.

Sport Levy: \$40.00 (Year 3 & 4), \$40.00 (Year 5 & 6) to be paid by the end of Term 1

Camp (yr 5/6) \$300 tbc, Big Day out (yr 6) \$30 Swimming (P-2) \$80 and Sacraments \$30 are not included in the above, this is billed separately.



## **ENROLMENT GUIDELINES**

On lodgement of application forms there will be a \$20.00 **non-refundable** deposit.

On acceptance of a position at St. Margaret Mary's a \$100.00 **non-refundable** deposit will be required. This will be taken off the term fees for the enrolment year.

## **Attendance**

Parents must inform the school by phone, email or in writing to explain any absences from school. If a child needs to be collected early from school a note to the teacher in the morning would be appreciated. When students leave early (prior to 3:30pm) or arrive late (after 9:00am), parents or guardians are asked to come to the office and sign their child in or out. Students not accounted for will have a follow up phone call from the office.

## **MEDICINES AT SCHOOL**

Each family receives a form which must be completed by the parent and sent with the child to school to enable the school to administer any medicine. This will only be done for mild illnesses or at the end of an illness when the child is nearly recovered. Children must be kept at home if they are ill. In the event of not being able to contact anyone if a serious accident or illness occurs, action will be taken by the school to ensure immediate medical care. Please ensure that your contact details, including emergency contacts are always kept up to date.

Students with allergies, asthma and anaphylaxis are expected to complete a signed medical plan so that we can manage medical care. Epipens and Ventolin will be sent home and updated each year.

## **ILLNESS / ACCIDENT**

Parents will always be informed of any illness or accident. If parents cannot be contacted we will contact the person you have nominated on your form. Due to COVID -19 restrictions students and staff are not to attend school when unwell and will be sent home.



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## **SUPERVISION**

Children are supervised at all times by staff and all care is taken to ensure the safety of each child during the school day. Parents are reminded that supervision begins when the school gates open at 8:30 a.m.

Children are supervised until 3:45pm after school and all parents/guardians are asked to enrol their children in after school care if they feel they will not be able to collect their child by this time. We do understand that there may be an occasional day that parents/guardians are held up, a call to the school to let us know would be appreciated and we can discuss all matters accordingly.

We take our duty of care very seriously. Procedures and first aid training of staff are in place to assist and treat children if necessary. Parents will always be informed.

## **OUT of SCHOOL HOURS CARE (O.S.H.C.)**

St. Margaret Mary's School has onsite O.S.H.C provided by Extend. All families are encouraged to register in case of emergency.



## **Breakfast Club**

Before school care is available at our Breakfast Club with supervision and breakfast provided by the school. Breakfast Club will run from 8am and cost \$5 each morning.

## **SUNSMART POLICY**

All children at St. Margaret Mary's School are to be protected from harmful ultra-violet rays of the sun. We believe that the implementation of this policy will ensure that children will not suffer from sun-induced skin damage.

We have a policy in place for the whole year, but there is a special emphasis from the beginning of September to the end of April (Term 4 and Term 1). If children DO NOT have a hat on during this time they are asked to sit in the shade. You are more than welcome to provide your child with sunscreen, please make sure it is labelled. We do have sunscreen in our First Aid cupboard in case of extremities.





## **LOST PROPERTY**

All articles of clothing, books etc. must be marked with the child's name. If items are lost we have a lost property box situated near the Prep room. Parents and children are always welcome to go through the box for their lost item.

### **BOYS UNIFORM**

Black school shoes  
Navy socks  
Navy School shorts (summer)  
Navy Sport shorts (sport only)  
Short or long sleeve red polo with logo (summer/winter)  
Windcheater or jumper with school logo  
Navy long school pants

School hat with logo (Term 1 & 4)

### **GIRLS UNIFORM**

Black school shoes  
White socks  
Summer dress/navy blue shorts  
Navy Sport shorts (sport only)  
Short or long sleeve red polo with logo (summer/winter)  
Windcheater or jumper with school logo  
Winter tunic or navy long school pants  
School hat with logo (Term 1 & 4)







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Parking- please follow street signs and refrain from double parking and u-turns outside school which is a 40km zone.

Animals are not permitted on the school yard and need to be tied up outside.

Communication is via seesaw and skoolbag apps. Appointments with teachers are necessary as they cannot be interrupted during school time.

Assemblies are held every Monday morning and Prayer Assemblies on Friday afternoons

School Lunches are available through our new ordering system from Term 2, 2021.



School policies available on the website include-

- Code of conduct
- Child Safety Code of Conduct
- Parent code of conduct
- Privacy policy
- Child Safe Policy
- Anti bullying policy
- Volunteer procedures





## **PARENT PARTICIPATION**

There are many ways to support our school. You are invited to join a committee such as P&F or PEB but we also have classroom helpers, volunteers who run Choir and Garden Club, who support through website and promotional activities and working bees.

Everyone has a range of skills and time limitations so we welcome whatever you can do to support us.

**Parish Education Board** is made up of parents on an advisory board to the Principal. They work on promotional strategy, fee structures and school policies. The chairperson of the PEB is Paul Di Paolo. In 2021 we will be transitioning to a School Advisory Council.



### **Parent and Friends**

Everyone is considered a member of the P&F and there is a group of parents who run the executive of the P&F to plan the year's activities and keep things running smoothly with a focus on community events and fundraising. Gerald Sullivan is the President of the P&F. Please consider signing up for a working bee throughout the year.

### **PROJECTS 2021**

**Native Garden (Junior Landcare Grant)**

**PlayPOD (Local Government Grant)**

### **FETE**

Every two years we hold a fete to promote our school, build community and fundraise. 2021 is a non fete year .

### **Classroom Support**

Parents are welcome to volunteer their time to work in the classroom and need to complete a volunteer statement, have a working with children check card for all activities including excursions. WWC applications can be made online or at the post office.

**'A small school with a big heart.'**



## **Child Safety**

All visitors are required to sign in at the front office using VPASS. Regular visitors will sign a hard copy of the code of conduct and will be issued with a QR code. Other visitors and contractors will be required to sign the code of conduct on arrival through the VPASS system and require a current working with children card as a requirement of entry. A red visitor lanyard will be issued to wear on the premises.

## **Student Wellbeing**

Our Buddy program matches a new prep student with a year 6 student and they have regular activities beginning with a buddy picnic in Term 1.

## **Restorative Practices**

Students are asked restorative questions when they are involved in a behavioural incident at school in order to explain what happened from their perspective and then reflect on how their behaviour has impacted on others with a view to restoring the trust in the relationship.

## **Playground POD**

We officially open our PlayPOD in 2021 as an extension of our Discovery program for all students P-6. This will support explicit teaching of our learning dispositions of collaboration, cooperation, problem solving, perseverance, resilience, creativity, curiosity, self managed.

## **Professional learning Focus Areas for staff in 2021**

- Evidence Based Learning
- Morphology-Spelling in context
- Grammar in context
- Literacy coaching
- Numeracy coaching
- Multiplicative Thinking in Mathematics
- ICON implementation
- Agile Leadership
- Restorative practices
- Catholic Social Teachings
- Autism Spectrum Disorder