



*'Catch the Spirit'
of life, love and learning, here, at St Margaret Mary's School*

SCHOOL PROSPECTUS

2024 for 2025



Principal: Daniel Ryan

STATEMENT OF DEMOCRATIC PRINCIPLES

At St Margaret Mary's we value, promote, and adhere to the principles of Australian democracy:

- elected government.
- the rule of law.
- equal rights for all before the law.
- freedom of religion.
- freedom of speech and association; and
- the values of openness and tolerance.

We actively promote the Values for Australian Schooling including:

Care and compassion; doing your best; a fair go; freedom; honesty and trustworthiness; integrity; respect; responsibility; and understanding, tolerance and inclusion.



MELBOURNE ARCHDIOCESE CATHOLIC SCHOOLS (MACS) GOVERNANCE STATEMENT

St Margaret Mary's is a school which operates with the consent of the Catholic Archbishop of Melbourne and is operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS) where formation and education are based on the principles of Catholic doctrine and where the teachers are outstanding in true doctrine and uprightness of life. More information on MACS is available at www.macs.vic.edu.au.

Welcome to St. Margaret Mary's

A Message from the Principal

Established in 1913, St Margaret Mary's Catholic Primary School has been serving the local community for over a century, delivering a comprehensive curriculum that fosters independence, social awareness, and lifelong learning among its students.

At St Margaret Mary's, the well-being of our students is our top priority. We believe that a happy learning environment is essential for effective education. Our goal is to cultivate resilience, reflection, self-management, curiosity, collaboration, and creativity in each individual within a welcoming atmosphere where everyone feels a sense of belonging.

Building strong relationships between students and their teachers, as well as among peers, is central to our educational philosophy. We strive to nurture self-esteem and confidence, crucial attributes for active and engaged learners.

Our curriculum offers diverse learning experiences across various subjects, encouraging a deep curiosity about the world. We challenge students through the lens of Catholic social teachings, prompting them to question global issues and engage in supporting those less fortunate both locally and globally.

Preparation for the demands of everyday life includes developing numeracy and literacy skills, as well as fostering problem-solving and critical thinking abilities.

Specialist programs in Performing Arts, Visual Arts, Physical Education, and Italian contribute to a holistic education. Students have opportunities to participate in extracurricular activities such as choir, Mini Vinnies, and a music program featuring keyboard, guitar, or singing, along with chess instruction.

Central to our ethos is a sense of community rooted in faith, where spiritual understanding is nurtured through prayer, Catholic traditions, and stories.

Welcome to our school community, described as 'a small school with a big heart'. Feel free to contact us to register for an Open Day Tour and witness our vision in action. Our families cherish our school, and we believe you will too. If our scheduled Open Days are not convenient for you, please don't hesitate to reach out for a personal tour at any time.



Kind regards
Daniel Ryan
Principal

VISION STATEMENT

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



SCHOOL PROFILE

St. Margaret Mary's School, nestled in North Brunswick within Melbourne's northern region, celebrates the diversity of cultures and faiths among its student body. Our mission is to foster an inclusive environment where every student is empowered to excel academically. Since its establishment in 1913, St. Margaret Mary's has proudly upheld its Catholic heritage, emphasizing a tight-knit community founded on genuine care for all families.

We are dedicated to crafting a curriculum and ethos that embrace diversity and promote unity. Language at our school is inclusive, fostering a sense of belonging for all. Collaborative learning, irrespective of abilities or gender, is encouraged, fostering a cooperative spirit among students. Our educational approach is participatory and adaptable, promoting mutual respect and understanding of different cultural backgrounds and beliefs.

While most students hail from Australia, our school community is enriched by the myriad cultural influences they bring. We maintain strong connections with both our Parish and the broader community, ensuring a holistic educational experience for all.

FEATURES OF THE SCHOOL

We nurture our students' growth by offering rich learning opportunities, exceptional educators, practical hands-on experiences, and real-world problem-solving skills. All are welcome and we love parental involvement.



PROGRAMS OFFERED

- Wellbeing Program
- Discovery Learning Approach (P - 2)
- Inquiry Approach (3-6)
- Sacramental Program
- Italian Program
- Excursion Program
- P.E. Program
- Inter-School Sports (5-6)
- Arts Program (Visual Art, Dance, Drama, and Music)
- Swimming Program (P - 4)
- Beach Safety Program (5-6)
- Camping Program (4-6)
- [Guitar / Keyboard / Voice Lessons](#)
- [Out of School Hours Care \(O.S.H.C\)](#)
- [Chess Club](#)
- Student Leadership
- Numeracy Intervention Program
- Reading Recovery and Levelled Literacy Intervention

RELIGIOUS EDUCATION

At St Margaret Mary's, 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 and staff to live according to Gospel values.
- Our inquiry-based curriculum integrates the principles of Social Justice and Catholic Social Teachings. We emphasise the dignity of every individual, the pursuit of the common good, and the importance of subsidiarity and participation.
- Preferential option for the poor guides our actions, and we instil values of stewardship for creation and actively promote peace within our community and beyond.

The Sacramental program St Margaret Mary's includes Reconciliation, First Eucharist, and Confirmation. As a part of the preparation for the Sacraments, families are invited to a Family Faith night share some elements of the preparation to support understanding of this important event in your child's life.



Guided Christian Meditation occurs from 8:45-9:00am every Tuesday - Friday, with the whole school community gathering to pause, reflect and pray, starting the day calmly and in the presence of God and each other.

CURRICULUM

Learning is understanding our own and other people's capabilities and reaching our full potential. Learner's 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, perseverance, and reflection.**

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

The design of the curriculum as a continuum of learning is intended to ensure schools and teachers use the full continuum to monitor and provide feedback to students on their learning more effectively.

1. We cover 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 and Intercultural Understanding 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.



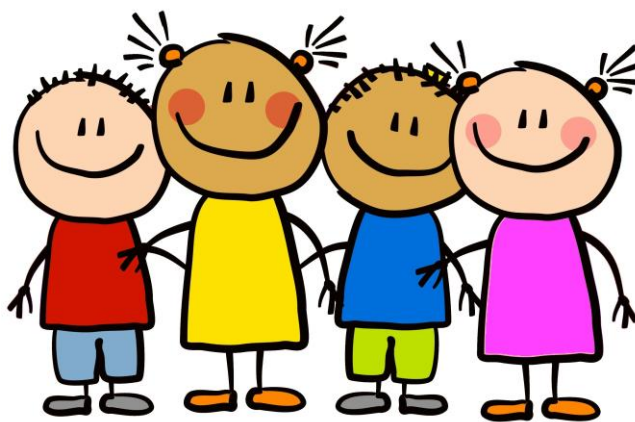
STUDENT WELLBEING

Buddy Program

St Margaret Mary's Prep - Year Six Buddy Program is a heart-warming initiative designed to foster a sense of community and support among students of different age groups. This program pairs older students, typically in Year Six, with younger ones entering Prep or in the early years of primary school.

The intention behind the Buddy Program is to create a positive and inclusive school environment where everyone feels valued and connected. The older buddies serve as role models and friends for the younger ones, offering guidance, encouragement, and a helping hand as they navigate their early years of education.

Overall, the Prep to Year Six Buddy Program is a wonderful embodiment of the school's commitment to nurturing not just academic growth but also the social and emotional well-being of every student, creating a warm and supportive atmosphere that echoes the school's values of unity and collaboration.



Playground POD

We officially opened our Play Pod in 2021, as an extension of our Discovery program, for all students P-6. This supports explicit teaching of our learning dispositions of collaboration, problem solving, perseverance, resilience, creativity, curiosity, reflection, and self-management.

[Child Safety and Wellbeing Policy](#)

[Child Safety Code of Conduct](#)

[Parent/Carer/Guardian Code of Conduct](#)

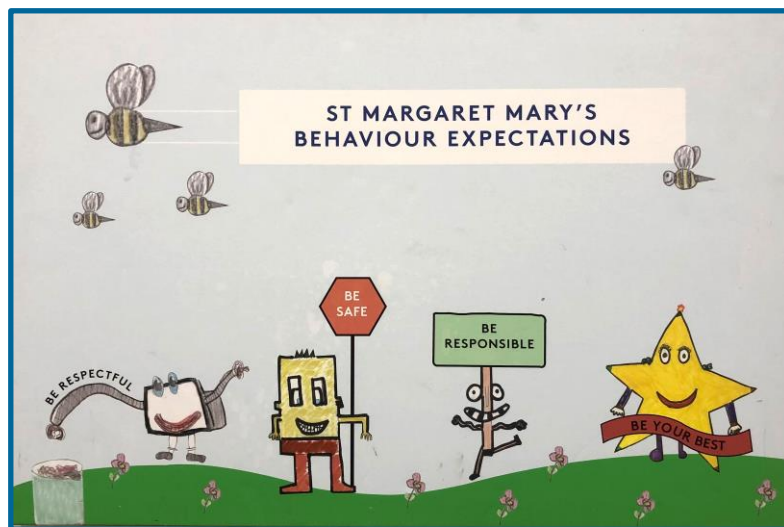
[Anti-Bullying Policy, including Cyberbullying](#)

Restorative Practices

In our classrooms and playground, we employ restorative approaches for behaviour management. When students are involved in behavioural incidents, they're asked restorative questions to explain their perspective and reflect on how their actions affected others, aiming to restore relationships.

Student Voice

Students in all levels can have their say through the Student Representative Council. Students from each class are elected each year to meet with the Principal and lead class meetings to give students a voice on the direction of the school. Student leaders are chosen from Year 6 students. The Student Leaders are elected after a comprehensive Leadership Course held when they were in Year 5. Students can also join Mini Vinnies to support those in need.



School Wide Positive Behaviour Support (SWPBS)

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 are:

[Behaviour Management Policy](#)

Be Respectful, Be Safe, Be Responsible, Be your Best.

TERM DATES 2025

TERM 1

Tuesday 28th January (children Wednesday 29th January) - Friday 4th April

TERM 2

Tuesday 22nd April - Friday 4th July

TERM 3

Monday 21st July - Friday 19th September

TERM 4

Monday 6th October - Friday 19th December (children 17th December)

SCHOOL TIMES

Gates open:	8.30am
First bell rings:	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.



PICK UP / DROP OFF & PARKING

- Parents are invited to bring their children in to the yard at the start of the day and to say goodbye when the first bell sounds.
- At the end of the day, gates open at 3:20pm so parents can enter the middle yard to collect their children.
- Parking is available on both Mitchell and Donald Streets and other nearby streets - please do not park in the church carpark.
- Please follow street signs and refrain from double parking and U-turns outside the school which is a 40km zone.
- Please also model good road safety by using the school crossing on Mitchell Street and say hello to our cheerful Crossing Supervisor, Anna.
- Children who are collected by parents in cars will be kept with a teacher at the school gate, until the parent is legally parked, the child/children will be allowed to walk to the car. We are very vigilant about the safety of our students being safe when picked up after school.

OUT OF SCHOOL HOURS CARE (OSHC)



St Margaret Mary's partners with [Community OSH](#) to provide Before and After School Care. Community OSH are a small business whose motto is "Care with Heart", and this philosophy is clear in all their interactions with parents and children.

SCHOOL FEES AND LEVIES

FAMILY FEES				
School Fees		Capital	Total Fee	
Families 1 Child		\$2,155	\$215	\$2,370
Families 2 Children or more		\$2,625	\$215	\$2,840
LEVIES PER CHILD				
Year Level	Curriculum	Excursion	Camp	Total Levies
Prep	\$485	\$195		\$680
Year 1	\$485	\$195		\$680
Year 2	\$485	\$195		\$680
Year 3	\$485	\$220		\$705
Year 4	\$485	\$220	\$433	\$1,138
Year 5	\$485	\$235	\$433	\$1,153
Year 6	\$485	\$270	\$433	\$1,188

ENROLMENT GUIDELINES

- The parent/guardian/carer submits an Enrolment Application form to the school either online through the website or through a form available from the office.
- The application is reviewed to ensure that it is complete, that all required attachments have been received, the child meets the mini and maximum starting ages, and that it meets the school's enrolment policies and procedures.
- A structured interview with parent/guardian/carer and the child is undertaken.
- As part of the process, the principal or delegate provides enrolment agreement, Parent /Guardian / Carer Code of Conduct, and Student Code of Conduct to parent/guardian/carer and student to review and sign if offered a place. Acceptance and signing of these documents are a condition of enrolment.
- 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.

CONCESSIONAL FEES

Concessional fees are available to eligible families upon application. Applications for concessional school fees must be made on the approved form. Forms are available from the office. Information provided in support of concessional school fees is treated in the strictest confidence, in accordance with the school's privacy policy. Families holding a current Health Care Card are eligible to receive further financial assistance with the cost of Camps, Sports, and Excursions. (CSEF)

[Enrolment Policy](#)

[Enrolment Procedure](#)

[Concessional Fee-Paying Policy](#)

[School Privacy Policy](#)

ATTENDANCE

Parents must inform the school by phone, email, the Audiri app form, or in writing to explain any absences from school. If a child needs to be collected early from school, a note to the teacher or a call to the office 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 to speak to a staff member so their child can be signed in or out. A follow up phone call will be made to parents for students not accounted for by 9:30am each day.

SCHOOL HOME COMMUNICATION

- Classroom communication is via the Seesaw app.
- Whole school communication is via the Audiri app.
- The Newsletter is available online every second Friday. It is available via subscription so that we can include photos of children and maintain privacy. The newsletter contains information such as: Dates to Remember, From the Principal, Curriculum and Learning News, School News, Student News, Community News etc.
- Appointments with teachers can be arranged. Parents can use Seesaw or leave a message at the Office for the teacher.
- Learning journals are available via Seesaw. Learning journals are a collection of student work, learning goals and reflections that richly represent them as a learner and provides authentic evidence of learning.



SUPERVISION

Children are always supervised 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. and continues through the day until 3:45pm after school.

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 then make appropriate arrangements.

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.



SAFETY MEDICAL PROCEDURES

Clear procedures to maintain the safety and well-being of all students are set out in the school's Child Safety Policies. In the case of illness, children are cared for and made as comfortable as possible. Parents or contact persons are informed so that the student is taken home where possible. In cases of minor injury/illness the office will complete an Illness/Accident Report Form. This will be sent home with the child.

MEDICAL AUTHORISATION

Staff require written authorisation and instructions for any medicines administered to children. We ask that you complete the Medical Authority Form whenever your child requires medication (this includes OTC and prescribed medication). All medication must be in a container which is clearly marked with procedures for administration. The medication will be kept in the school's office and administered to your child as per the instructions on the Medical Authority Form.

ASTHMA AND ANAPHYLAXIS MANAGEMENT PLANS

The school aims to provide a safe and supportive environment in which students at risk of asthma or anaphylaxis can participate equally in all aspects of the student's schooling. An Individual Medical Plan must be set in place so that appropriate medical procedures can be followed should your child have an attack. Teachers and other school staff have current training to handle the situation should your child need medical attention.

SUNSMART

Students must wear a school hat in both Term 1 and Term 4 as part of our SunSmart Policy. Students who do not wear hats must remain in the shaded area of the school where play is restricted. Students should also bring their own sunscreen to school. School hats are available from the school uniform shop.



[SunSmart Policy](#)

[First Aid Policy](#)

[Medical Management Policy](#)

ABSENTEES

Class teachers must account for each child and record reasons for absences in electronic school attendance roles. As a legal requirement, we ask that parents provide an explanation for your child's absence from school. When children are absent from, or late for school, parents are asked to contact the school by either visiting the office, email, or phone. If your child is late, they will need to sign in on arrival at the Office. A phone call will be made to parents not accounted for by 9.30am each day.

ANIMALS

Animals, particularly dogs, are loved by many and have many benefits. Some children and adults, however, have fears and allergies that need to be respected. If you are bringing an animal to school, it must be leashed and firmly under an adult handler's control. Children are under no circumstances to be allowed to crowd an animal so that it feels threatened, and the handler must manage this. Families may be asked to remove an animal and to have it remain away as the safety of all children and adults is our top priority.



ASSEMBLIES

School assemblies are held every Monday morning between 8:45 and 9:00 a.m. We gather for an Acknowledgement of Country, Morning Prayer, the National Anthem, School Wide Positive Behaviour rewards, birthdays, and weekly reminder announcements.

*We love to see our parents and other family members
at assembly so please come along!*

SCHOOL LUNCHES

The children will need to bring lunch with them each day including a fruit snack to consume at 10:00 am, a main component to eat just before 11:00 am, and a snack to eat just after 1:30 pm. We encourage healthy food choices, and it is our policy to only have water in drink bottles which may be consumed at any time the day.



We are conscious that everyone likes variety and that parents are busy people. Parents can order lunch from D1Uno, a local café, through the Qkr! app on Tuesday and Fridays each week (instructions are sent home to guide parents through this process)

BIRTHDAYS

We love to help children celebrate their birthday, but we recommend that, if you are bringing a cake in (not compulsory) that it be in the form of cupcakes, as this makes sharing easier. Please no extras (lolly bags, balloons etc.) as we are trying to maintain healthy eating habits in our school. All birthdays are acknowledged at assemblies and in the school newsletter.



SCHOOL UNIFORM

All children are expected to wear the school uniform. Parents can order uniforms via the school office, alternatively go directly to our suppliers A Plus Schoolwear.



**133 Bakers Road,
Coburg North.
Phone 9354 8345
or [online here.](#)**

Our Parents and Friends run a second-hand uniform shop with good quality products donated by families who have outgrown the items. Our friendly office staff can help with any inquiries about sizes and items available.

BOYS UNIFORM

Summer

- Black school shoes
- Navy socks
- Navy unisex shorts
- Short sleeve red polo with logo
- School hat with logo (Terms 1 & 4)

Winter

- Black school shoes
- Navy socks
- Navy long school pants
- Long sleeve red polo with logo or
- Red skivvy top
- Navy windcheater or jacket with school logo or
- Woollen school jumper

Sport

- Sneakers (colour of your choice)
- White socks
- Navy sport shorts
- House sport polo (when available)
- Navy track pants
- Navy windcheater or jacket

GIRLS UNIFORM

Summer

- Black school shoes
- White socks & SMM summer dress OR
- Navy unisex shorts
- Short sleeve red polo with logo
- School hat with logo (Terms 1 & 4)

Winter

- Black school shoes
- Navy tights or white socks –
- *no leggings*
- SMM tunic OR navy long school pants
- Long sleeve red polo with logo or
- Red skivvy top
- Navy windcheater or jacket with school logo or
- Woollen school jumper

Sport

- Sneakers (colour of your choice)
- White socks
- Navy sport shorts or navy skort
- House sport polo (when available)
- Navy track pants
- Navy windcheater or jacket

PARENT PARTICIPATION

We have various opportunities for supporting our school community. You're welcome to participate in committees like Parents and Friends (P&F) or the School Advisory Council (SAC). Additionally, we appreciate classroom helpers, volunteers for the choir, Garden Club and working bees. Others assist with website management and promotional endeavours. We understand everyone has different skills and time constraints, so any support you can offer is greatly appreciated.

School Advisory Council

The School Advisory Council (SAC) is made up of parents and parish representatives who advise the principal on promotional strategy, fee structures, school policies and other matters relevant to the school community.

Parent and Friends

All individuals are automatically part of the Parents and Friends (P&F) association. Within this organisation, a select group of parents is elected to oversee its operations, ensuring smooth planning of the year's activities with a focus on community events and fundraising efforts. We encourage you to participate by joining a working bee or engaging in other yearly activities and events organised by the P&F.

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.



[Working With Children Check Policy](#)
[Engaging Families in Child Safety Policy](#)
[Parents and Friends Policy](#)



OPEN DAYS 2024

Thursday	29 February	9:30am - 10:30am
Saturday	16 March	10:00am - 12:00pm
Monday	25 March	9:30am - 10:30am
Tuesday	23 April	9:30am - 10:30am
Wednesday	5 May	9:30am - 10:30am
Wednesday	4 August	9:30am - 10:30am

Come and see us in action.



Use the QR Code to book your tour place now or call us on 9389 6699.

St Margaret Mary's Primary School
47-49 Mitchell Street, Brunswick, Victoria 3056

www.smmbrunswicknth.catholic.edu.au

Phone 03 9383 6699