Our Vision Statement

As a Catholic school we will foster a collaborative and engaging environment.

We are dedicated to developing resilient, resourceful and responsible learners who make positive contributions in our contemporary world.

Knowledge  Faith  Compassion  Community
School History:
Maribyrnong has a rich history of farm land, racing stables, munitions production and even re-mounts for the Light Horse Brigade. As part of the parish of Ascot Vale, St Margaret’s Parish Primary School began in the back of a WWII army hut - now our church. In 1957 Sr Rose from the ‘Our Lady of Sion’ Convent commenced classes in the church. In 1961 the first brick classroom was built, and the school catered for Prep to Year 3 children.

One of the most powerful influences on the school was the Midway Migrant Hostel. The first census, conducted in the early 1960s revealed that 24 languages were spoken in the school, and many of the residents lived at the hostel. Over the years the flow of refugees changed direction, with many African countries being represented. With the demise of the refugee flats in 2005 the demographics of the area have changed considerably. Housing estates, such as Waterford Green, River View, River Bank and Edgewater have been developed, and there are other large ones in the pipeline. The price of homes has increased due to demand being very high. This has had an immediate effect on the school and will continue to do so in the future.

School Description:
The school is located in the North West region of Melbourne, a stone’s throw from the Maribyrnong River. St. Margaret’s church is located within the school grounds, and is used for worship twice a week. The school consists of 14 classrooms housed in buildings ranging in age from the 1950s to the present. In addition to the classrooms there is a multi-purpose hall, library, art room, planning room, parent room and various offices. The Prep and Year 4 children are housed in the MacKillop building. The Year 5 and 6 (Senior) children are in the Goold Building. The remaining classes are spread across the main building and permanent portable classrooms. Our school is networked for computer use with approximately 300 computers located throughout the school. The curriculum is based on both the Australian and Victorian Curriculum. The class structure is straight grades - Prep to Year 6.

The Religious Education program, “To Know, Worship and Love” is followed in all year levels. This program was developed by the Catholic Education Office, and is used throughout the state.

In 2011 the school held a competition to develop a school motto. Children, staff and families were invited to submit entries, and through a process of voting and consultation the following motto evolved:

Knowledge, Faith, Compassion, Community

These four pillars sum up the essence of our school, and it is proudly owned by all.
Staff Information – 2016

Parish Priest: Fr Justin Ford
Principal: Mr Gavin Brennan
Deputy Principal: Ms Grace Iannello
Administration Staff: Ms Olga Radywonik
Mrs Jenny Bullock

Classes:

Prep: Mrs Danielle Volonnino
Prep: Miss Emily Carmichael
1: Miss Vicky Augello
Mrs Alison Mammone / Ms Teresa Caligiuri
2: Miss Alicia Place
2: Ms Melinda Giogha
3: Mr Gary Romeo
3: Ms Amber Mather
4: Mrs Cindy Cunningham
4: Mrs Caroline Sullivan / Mrs Luisa Messina
5: Miss Sarah Grogan
5: Ms Raquel McClurg
6: Mr James Vandrine
6: Miss Amy Horan

Integration Aides: Mrs Carla Stefania
Mrs Nikki Ritchie
Mrs Alison Iannello
Mrs Maria Kelly

Library Technician: Mrs Alison Iannello
Library / Art: Mrs Maree Marinelli
Italian: Ms Carmela Cianciarulo

Physical Education: Mr Tony Fimiani

Literacy and Numeracy Support: Mrs Lynda Juusti

Positions of Leadership:

Religious Education Leader: Ms Grace Iannello
Literacy and Reading Recovery Leader: Mrs Mary Valentino-Pamment
Numeracy Leader: Mrs Jill Rogers
Mrs Lynda Juusti

Inquiry Leader: Mrs Caroline Sullivan
Student Wellbeing and Student Services Leader: Ms Teresa Caligiuri

Information Technology Leader: Mrs Jill Rogers
School Information:
School Address: 67 The Esplanade
Maribyrnong 3032
Office Hours: Monday to Friday: 8.30am to 3.45pm
Telephone: 9318-1339
Fax: 9318-1531
Presbytery: 9370-6688 (Tuesday – Friday)
Email: principal@smmaribyrnong.catholic.edu.au
Web Address: www.smmaribyrnong.catholic.edu.au

Parish Address:
St. Mary’s Church is located at 123 St. Leonards Road, Ascot Vale. Our Parish Priest, Fr. Justin Ford can be contacted on 9370 6688 (Tuesday – Friday).

Enrolment Policy:
A child must turn 5 years of age on or before 30th April during the year of enrolment.

The following list provides an agreed order of priority for enrolment:

1. Catholic children who are residents of the parish enrolment boundary.
2. Catholic children who do not reside in the parish enrolment boundary but are recognised as parishioners by the Parish Priest.
3. Catholic children from other parishes (for pastoral reasons).
4. Children from non-Catholic Eastern churches who reside in the parish enrolment boundary.
5. Children from non-Catholic Eastern churches who reside outside the parish enrolment boundary.
6. Other Christian children who reside in the parish enrolment boundary.
7. Other Christian children who reside outside the parish enrolment boundary.

Note: Siblings of children already enrolled in the school are given priority.

Enrolment Procedure:
When enrolling your child, the procedure is as follows:

1. Complete and submit the enrolment form. Attach copies of birth certificate, baptism certificate, immunisation history statement, and proof of residency for the residential address stated on the enrolment form. If applicable, also attach any medical reports or action plans. A $50 non refundable enrolment fee will apply (new families only).
2. Meet with the Principal and Parish Priest via the interview process.
3. There is a formal acceptance letter sent to you with more information.
4. Bring your child along to the orientation session/s and parent meeting in November.
2016 School Term Dates:

Term 1: Thursday 28th January to Thursday 24th March
Prep children commence school on Monday 1st February
Prep children do not attend school on Friday during February
Easter: Friday 25th March – Monday 28th March

Term 2: Monday 11th April to Friday 24th June

Term 3: Monday 11th July to Friday 16th September

Term 4: Monday 3rd October to Tuesday 20th December

Hours of School:
The school hours for all children are from 8.50am until 3.30pm.

Lunch 11.00am – 12.00pm
Recess 2.00pm – 2.30pm

Both the lunch and recess breaks are supervised by teachers. A teacher will also be on yard duty between 8.40am - 8.55am, and 3.30pm - 3.45pm. We request that children go directly home at the end of the day. Children should not play in the school yard after school unless supervised by a parent or guardian.

Out of School Hours Program:
The program is run by Youth Leadership Victoria Inc. between the hours of 7.00am – 8.50am (before school), and 3.30pm - 6.30pm (after school).

Early Collection of Children:
If your child is being picked up from school prior to 3.30pm, you will need to go to the office and sign your child out electronically on our iPad.

Late Passes:
If your child arrives after 8.55am they are late for school. They are required to go to their classroom via the office to obtain a “Late Pass”. This pass should be given to their teacher. They will also need to be signed into school electronically on our iPad by their parent or guardian.

Absences:
Written notification of absence from school must be received by us. A green “Absent” note (available from the office) can be completed by the parent or guardian stating the reason for the absence. Alternatively, send an email to:
officeadmin@smmaribyrnong.catholic.edu.au This email will be forwarded to your child’s teacher.
Planned extended absences:
Families planning any activity that will exclude their child from attending school for more than 10 consecutive days, other than for illness, are required to complete an ‘Application for Student Exemption from School’ form, available from the office. You are also required to meet with the Principal to ensure that you understand the potential consequences of making the decision to remove your child from school for an extended period.

Visitor / Volunteer Badges:
To ensure the safety of all children, any person attending school outside the drop off and pick up times MUST report to the office and sign in electronically on our iPad. The appropriate “Visitor” or “Volunteer” badge will be issued, and must be worn at all times while on the premises.

Change of Personal Information:
It is imperative that we have up to date information to best deal with the welfare of your child. Therefore, please inform the school of any change of personal details immediately they occur.

Transfers:
If your family is intending to leave our school, please notify the principal of the new school you will be attending so that transfer paperwork can be arranged.

School Fees and Levies:
School Fees for the year, per family are $1465.00. The fees are payable in three installments as follows:

$500.00 1st term
$500.00 2nd term
$465.00 3rd term

Families who choose to pay school fees in full by Monday 29th February, 2016 receive a reduction of $50.00, so the yearly fee will be $1415.00. Alternatively, you can choose to pay an amount of money on a regular or ad-hoc basis.

Levies and classroom requisites:
$270.00 (per child). Levies and classroom requisite monies are to be paid within the first week of the school year.

Building Fund:
$200.00 (per family).

All payments can be made at the school office. Accepted payment methods are by cash, cheque, credit card, eftpos or direct credit. Statements will be issued at the commencement of the school year, and at the start of each term.
Camps, Sports and Excursions Fund (CSEF):
If you hold a valid means-tested concession card, e.g. health card you may be eligible for CSEF. This allowance is paid directly to the school to use towards expenses related to camps, excursions or sporting activities for the benefit of your child. The annual CSEF amount per student is $125 for primary school students.

Special Features:

English:
Specialised English Intervention Programs (where applicable from Year 1):

- Reading Recovery
- ERIK (Enhanced Reading Intervention Knowledge)
- PERI (Phonological Early Reading Intervention), and
- LLI (Leveled Literacy Intervention)

Numeracy:
Mental Computation focus within the class setting. Specialised Mathematical Intervention Programs (where applicable from Year 1):

- EMU (Extending Mathematical Understanding)

Other:
Three separate Sacramental Programs
Prep-6 induction
Library/LOTE/PE/Visual Art specialist teachers
Special Needs Support
PMP (Perceptual Motor Program) – Prep
School Counsellor
Parent Resource Centre
Weekly Eucharistic Celebrations
Student Wellbeing and Student Services Leader
Interschool Sports
Swimming Program
School Camps
Parents and Friends of St. Margaret’s
Before and After School Care
Weekly Assembly
Canteen
Feeder School to Catholic Secondary Schools
Education Program:
The Program covers the following key learning areas:

1. Religious Education:  
   Sacraments:  
   - Penance: Year 3  
   - Eucharist: Year 4  
   - Confirmation: Year 6  
   Weekly Mass  
   School Choir  
   Christmas Carols

2. Mathematics:  
   - Number and Algebra  
   - Measurement and Geometry  
   - Statistics and Probability

3. English:  
   - Wordstudy/Spelling/Phonics  
   - Reading  
   - Writing  
   - Listening and Speaking  
   - Handwriting

4. Health and Physical Education:  
   - Perpetual Motor Program (PMP): Prep  
   - Physical Education: Prep-Year 6 (1 hour each week)  
   - Interschool Sports: Year 6  
   - Dance  
   - Health, Food and Nutrition  
   - Fire Education Program: Prep  
   - Human Development and Human Relations  
   - Bike Education: Year 5 - 6  
   **Extra Curricular:**  
   - Kelly Sports: Prep - Year 4  
   - Piano (individual lessons after school)

5. History

6. The Arts

7. Science

8. Technology:  
   - Lego Technic, Lego Dacta  
   - Information Technology  
   (the school is networked with Computer Learning Centres in all classrooms)

9. LOTE (Italian):  
   Italian is taught for 1 hour each week

10. Visual Arts:  
    Children participate in a session for 1 hour each week
Education Program (continued):

11. Library: Children currently borrow on a weekly or fortnightly basis

12. Enrichment Program: Prep - Year 3 enrichment activity to assist in the preparation for Camp
   Camp - Year 4-6
   Clubs e.g. Craft, Jewellery, Chess, Drama etc., held during lunchtime for one term
**Homework:**
Homework complements and reinforces classroom learning while developing sound study habits and time management skills. It needs to be challenging, meaningful and relevant, catering to all intelligences and individual learning styles. It provides important opportunities for parents to share in their child’s education strengthening communication between home and school.

<table>
<thead>
<tr>
<th>Time Allocation</th>
<th>Prep-Year 2</th>
<th>Year 3-4</th>
<th>Year 5-6</th>
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<tbody>
<tr>
<td></td>
<td>Prep-10 minutes per weekday</td>
<td>3 x 30 minute sessions per week + Daily Reading</td>
<td>4 x 30 minute sessions per week + Daily Reading</td>
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<tr>
<td></td>
<td>Year 1-15 minutes per weekday</td>
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<td>Year 2-20 minutes per weekday</td>
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<tr>
<td>Daily Reading</td>
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<tr>
<td>Learning Spelling/Sounds:</td>
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<td></td>
<td>Prep Semester 1- Sounds</td>
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<td></td>
<td>Prep Semester 2- Word Lists</td>
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<td></td>
<td>Spellodrome (P-2)</td>
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<tr>
<td>Oral Language</td>
<td>Show and Teach presentations (Year 2)</td>
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<td></td>
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<tr>
<td>Number Recognition</td>
<td>Counting (Skip)</td>
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<tr>
<td>Mathletics</td>
<td>(Year 1-2)</td>
<td></td>
<td></td>
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<tr>
<td>Inquiry Tasks</td>
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<tr>
<td>Spelling</td>
<td>Spellodrome</td>
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<td>Spellodrome</td>
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<td>Word Lists</td>
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<tr>
<td>Maths</td>
<td>Mathletics</td>
<td></td>
<td>Study Ladder</td>
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<td></td>
<td>Times Tables</td>
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<tr>
<td>Literacy</td>
<td>Reading Journals</td>
<td></td>
<td>Projects</td>
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<td></td>
<td>Writer’s Notebook</td>
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<td>Oral Presentations</td>
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<td>Cloze Activities</td>
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<td>Handwriting</td>
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<td>Contracts</td>
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<tr>
<td>Study Ladder</td>
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<tr>
<td>Projects</td>
<td>(3-4 weeks)</td>
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<td>Open Ended Tasks</td>
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<tr>
<td>Life skills such as:</td>
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<td></td>
<td>read and interpret timetables</td>
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<td></td>
<td>shopping</td>
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<td></td>
<td>watching the news</td>
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<td></td>
<td>reading the newspaper</td>
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<td></td>
<td>playing card games, board games, dice games, backyard, park</td>
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<tr>
<td>Role Of Teacher</td>
<td>Prep-Year 2</td>
<td>Year 3-4</td>
<td>Year 5-6</td>
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<tr>
<td><strong>The teacher will:</strong></td>
<td>monitor Reading Log</td>
<td>motivate students to complete homework</td>
<td>facilitate homework</td>
</tr>
<tr>
<td></td>
<td>monitor Weekly Spelling</td>
<td>monitor completion of tasks</td>
<td>motivate students to complete homework</td>
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<tr>
<td></td>
<td>modify homework for students as needed</td>
<td>support students in the completion of tasks</td>
<td>provide resources for homework completion</td>
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<tr>
<td></td>
<td>motivate students to complete homework</td>
<td>modify homework for students as needed</td>
<td>modify homework for students as needed</td>
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<tr>
<td></td>
<td></td>
<td>provide guidelines such as rubrics where applicable</td>
<td>provide guidelines such as rubrics where applicable</td>
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<thead>
<tr>
<th>Role Of Students</th>
<th>Prep-Year 2</th>
<th>Year 3-4</th>
<th>Year 5-6</th>
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</thead>
<tbody>
<tr>
<td><strong>The students will:</strong></td>
<td>be responsible for changing readers regularly</td>
<td>use homework folders to organise work</td>
<td>be active participants</td>
</tr>
<tr>
<td></td>
<td>complete Spelling Book with weekly words</td>
<td>complete tasks by the due date</td>
<td>have ownership of homework by setting a timetable and prioritising tasks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>seek assistance prior to the due date if they are having difficulties</td>
<td>negotiate with teachers when needed</td>
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<tr>
<th>Role Of Parent/Guardians</th>
<th>Prep-Year 2</th>
<th>Year 3-4</th>
<th>Year 5-6</th>
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</thead>
<tbody>
<tr>
<td><strong>The parent/guardian will:</strong></td>
<td>establish routines</td>
<td>encourage/establish a daily routine</td>
<td>assist in establishing a timetable</td>
</tr>
<tr>
<td></td>
<td>monitor homework completion e.g.: sign Reading Log, check Spelling Words</td>
<td>establish a timetable for their child and follow it</td>
<td>supervise the completion of homework</td>
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<tr>
<td></td>
<td></td>
<td>monitor the completion of tasks and sign</td>
<td>provide a suitable space for their child to complete homework</td>
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<td></td>
<td></td>
<td>be a timekeeper</td>
<td>be a timekeeper</td>
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<tr>
<td></td>
<td></td>
<td>not complete homework for their child</td>
<td>not complete homework for their child</td>
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<tr>
<td></td>
<td></td>
<td>not negotiate homework with teachers</td>
<td>not negotiate homework with teachers</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>sign homework each week</td>
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</tbody>
</table>
School Uniform:
Our school uniform policy is currently under review, and any changes will be notified to you. The school uniform is compulsory, and our uniform supplier is PSW. The school uniform can be purchased from the PSW shop at Unit 2, 51-53 West Wood Drive, Deer Park (telephone 9768 0337), or online at www.psw.com.au. The cost for deliveries to your home is $5. Alternatively, your items can be delivered to the school free of charge. The PSW uniform shop hours are Monday to Friday, 9.00am – 5.00 pm, and 10.00am – 1.00pm on Saturday. To protect from the sun’s ultra-violet rays, all children are required to wear school sun hats from 1st September until 30th April each year. Whilst not compulsory, sunglasses are also available for purchase from Solcare via their website, www.solcare.com.au.

Children should only wear their sports uniform and runners on days when taking part in sport with their class. If a child is out of school uniform a note is to be given to the class teacher, and a valid reason supplied.

Children with hair longer than shoulder length are required to wear it neatly pulled back. Nail polish (including shellac / acrylic) cannot be worn. The only jewellery permitted to be worn is studs or sleepers in the ears and a necklace with a gold or silver cross.

The school uniform is as follows:

**Girl’s Summer Uniform**
- Semi fit darted dress - bottle green, gold, white
- Turnover white anklet socks
- Bottle green bike shorts (optional for wearing under dress)
- Leather school shoes - black (closed toe)

**Boy’s Summer Uniform**
- Elastic back grey fly front shorts
- Polo shirt - yellow short sleeve with school logo
- Turnover grey anklet socks
- Leather school shoes - black (closed toe)

**Girl’s and Boy’s Jackets/Windcheaters**
- Bomber jacket bottle green with school logo
- Crew neck windcheater with school logo
- Polar fleece jacket bottle green with school logo

**Girl’s Winter Uniform**
- Box pleat tunic - bottle, black, gold check or bootleg pant with front zip pocket - bottle green
- Polo shirt-yellow long sleeve with school logo
- Tights-bottle green or white turnover anklet socks
- Leather school shoes-black (closed toe)
School Uniform (continued):

**Boy's Winter Uniform**
- Double knee pleated grey trouser
- Polo shirt-yellow long sleeve with school logo
- Turnover grey anklet socks
- Leather school shoes-black (closed toe)

**Boy's and Girl's Sport Uniform- Summer**
- Rugby short- drawstring with side zip pocket bottle green or skort (girls)
- Polo shirt-bottle green/gold piping short sleeve with school logo
- Sports socks-white
- Runners (not leisure shoes)

**Boy's and Girl's Sport Uniform- Winter**
- Trackpant - rib cuff reinforced knee, side zip pocket bottle green
- Polo shirt-bottle green / gold piping long sleeve with school logo
- Sports socks-white
- Runners (not leisure shoes)

**Girl's and Boy's School Bag**
- Primary Pete school bag with school logo-optional
- Please ensure your child’s bag is large enough to carry workbooks to and from school, with an easy to open clasp.

**Girl's and Boy's Hats**
- Legionnaire bottle green hat with school logo Term 1 and 4 or
- Bucket bottle green hat with school logo Term 1 and 4
- Beanie bottle green with school logo Term 2 and 3 (optional)

**“Feeder” Schools – Year 6 children moving to Year 7:**

**Girls**
- St Aloysius College Curran Street North Melbourne Telephone: 9329 0411
- St Columba’s College 139 Buckley Street Essendon Telephone: 9337 5311

**Boys**
- Simonds College Victoria Street West Melbourne Telephone: 9329 7699
- St Bernard’s College 41 Rosehill Road Essendon Telephone: 9289 1000
“Feeder” Schools – Year 6 children moving to Year 7 (continued):

Girls and Boys

**Caroline Chisholm Catholic College**
Churchill Avenue
Braybrook
Telephone: 9296 5311

**Maribyrnong Secondary College**
River Street
Maribyrnong
Telephone: 9091 8100

It is important you are aware that there is no “guaranteed” acceptance to these schools. You should check with individual schools for their own criteria for enrolment.

**Canteen:**
The canteen is open for counter sales on Tuesday and Thursday, between 11.10am and 11.30am. A lunch order service is provided every Friday by Stylish Catering.

**School Mass:**
On Friday at 9.15am there is a Mass in St Margaret’s Church. Each class has the opportunity to prepare and participate in this Mass, which is attended by the whole school. Parents, extended family members and toddlers are more than welcome to attend. During second term (due to interschool sports for our Year 6 children) mass will be held at 12.15pm.

**School Assembly:**
On Friday at 2.40pm the school gathers in the Multipurpose Room. Class awards and birthday certificates are presented at this time. Each class will take it in turn to lead the assembly. Parents, extended family members and toddlers are welcome to attend.

**Displan:**
An emergency procedure to prepare for an event requiring ‘evacuation’ or ‘lock down’ is practised by the children once a term.

**Professional Development Days:**
There is generally one in-service day for all staff each term. On those days the school is closed for children. Notice will be given well in advance through the newsletter and via the tiqbiz app so that child minding can be arranged. Where possible our Before School Care / After School Care program will run for the full day.

**Parent Helpers:**
We believe that when parents and our school work together the children feel happy and secure, resulting in greater efforts with their schoolwork. At present parents help out in the library, hear children read, take part in the PMP program, excursions, are in the classrooms for various activities, and help with special day events (e.g. athletic days). All parent helpers are required to participate in a Parent Helpers Training Session prior to helping at school, and must hold a valid Working With Children card.
Working With Children Check:
To ensure the safety of all children, the Victorian Government introduced the ‘Working with Children Act 2005’, which covers a wide range of people volunteering in schools. Under the parliamentary act, and under Catholic Education Office guidelines, any person volunteering or employed in a school must complete a Working with Children Police Check. Teaching staff have completed this check via the Victorian Institute of Teaching. Applications can now be completed online at https://online.justice.vic.gov.au/wwccu/onlineapplication.do. Once the online application has been completed it should be printed and lodged at Australia Post.

Parent Concerns:
If a parent has concerns about their child, the school’s organisation or curriculum provisions, or any other matter, we welcome hearing from you. An appointment with your child’s classroom teacher needs to be made to allow time for discussion of issues which are of concern to you.

School Entry Immunisation History Statement:
The Public Health and Wellbeing Act 2008 requires all children starting primary school to have an Immunisation History Statement.

The Act requires that children are immunised against the diseases mentioned above. Children under 7 years of age are automatically listed on the Immunisation Register when they are enrolled in Medicare, or when their immunisation details are received. You can obtain a copy of your child’s Immunisation History Statement at www.medicareaustralia.gov.au, from your local Medicare Office, or by calling 1800 653 809. This statement is to be submitted with your enrolment application.

Reports on pupil progress:
At the commencement of the school year a “Parent Information Session” is held for all year levels. It is very important that parents attend these sessions as information is provided in relation to curriculum and classroom expectations. During February an individual Parent/Teacher exchange is held for your child.

Parent/Teacher interviews are held at the end of Term 2. Individual reports with comments are given on this occasion and a second report is sent home at the end of the year. At any other time during the year, parents may make arrangements to meet with the classroom teacher or support teachers to discuss their child’s progress. On occasion, teachers may request a meeting with parents.
School Counsellor:
The School Counselling Program is a component of CatholicCare Family Services. Counselling sessions are conducted at school during school hours. It is a confidential service offered free of charge to children and their families.

Newsletter:
It is very important that you read this newsletter, as it contains important information regarding school life. The school newsletter is produced every Thursday and is available as follows:

1. Via the “tiqbiz” app. A flyer is available outlining how to set up this application.
2. Via the school website www.smmaribyrnong.catholic.edu.au. Select the “newsletter” tab.
3. Via email with a link to the newsletter from the school website.
4. Via the school office (hard copy).

School Banking Day:
Children are able to open a Commonwealth Bank Youth Saver Account through the school and bank each week. The student banking day is Tuesday.

Lost and Found Property:
All items of clothing and other possessions must be clearly marked with your child’s name. Items which are found and not named are placed in the lost property basket. The basket is located in the First Aid area.

Allergies / Illnesses:
We endeavour to provide a safe environment for our children at all times. It is therefore essential that we are made aware of any allergies or illnesses your child may have. Appropriate paperwork is to be completed, and medication will remain at school.

We have a number of children at our school who have food allergies. These allergies range from minor, through to life threatening. It is not only nuts that these children are allergic to, we need to be cautious of all foods. To ensure we maintain a safe environment for these children it is essential that the rules listed below are followed:

- No sharing of food
- No nut products at school
- Parents are not to offer other children food during school times
- Washing of hands after eating

Lollies or cakes are not to be provided to celebrate birthdays. The children may celebrate this special day by sharing water icypoles or Chupa Chup lollipops with their class.
Medical Authorisation Form:
If children require medication to be administered by staff during school hours, the parent or guardian is required to complete a green “Medication Authorisation Form”. This form is available from the office.

Dental Health Services:
The service provides a free service for primary school children whose parents are on a Health Care Card or Pension Card. Other children pay a fee for this service.

Excursions / Incursions:
Excursions are part of the education program at St Margaret’s. Children do preparation work prior to the excursion, and complete follow up work after the excursion. It is imperative that children attend excursions as it is difficult for children who miss excursions to complete the follow up work. Parents may be asked to volunteer to assist staff by looking after a small group of children and discussing the excursion experience with them. Due to a legal directive which schools must follow, parents are not permitted to take toddlers on excursions. Consent forms are to be signed for every excursion.

School Camp:
Children in Years 4 to 6 attend a camp each year. The camp is a wonderful opportunity for the children to live away from home in a supervised, friendly, responsible environment.

Children in Years Prep to 3 experience an outside school hours activity at school once a year to prepare them for their camp experience.

Parents and Friends of St. Margaret’s:
We have a wonderful group of Mums, Dads and other family members who work together to create community and to raise funds for our school. Meeting times are advised via the school newsletter, and all parents are warmly invited to attend.

Fathers Association:
In 2011 a Fathers Association was formed to bring fathers together, and encourage them to be more involved in the life of the school. The group meets regularly for social occasions and assumes responsibility for some maintenance of the school grounds.

Suggestion Box:
A Suggestion Box is located in the Office Foyer. If you have anything that you would like to submit for consideration please feel free to drop us a note.

Parent Resource Centre:
Parents and guardians are welcome to visit the Parent Resource Centre, which operates out of the Parent Room. It contains useful information relating to parenting and education. The Centre is open at any time during school hours. Parents are invited to attend a “Cuppa and Chat” session held every Wednesday afternoon.
Parent Classroom Representatives:
Every classroom has a Parent Representative. This person helps promote communication between the school and parents. In particular, they help build community in the school. The group meets with the principal on a regular basis, and keeps in contact with other classroom parents via email.