



St MARTIN'S CATHOLIC
PRIMARY SCHOOL

2024 PARENT HANDBOOK



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LOVING
TO LEARN.
LEARNING
TO LOVE.

VISION

To be a school that recognises the uniqueness of every person, nurturing faith and wellbeing, and pursuing excellence in education.

MISSION

To provide quality education and opportunities in a respectful and inclusive environment.

OUR VALUES

Respect
Honesty
Service
Responsibility
Acceptance
Safety
Friendliness
Pride

STRATEGIC GOALS

(Based on the 4 pillars of OLSH education)

We are heart people who are faith-filled

- to provide education in the Catholic tradition
- to offer opportunities for faith development
- to care for our earth and God's creation
- to create a safe, respectful and inclusive learning environment

We are heart people who reverence relationships

- to value the competence and uniqueness of every child who we believe is made in the image of God
- to engage with families to build a strong community

We are heart people who pursue excellence

- to set high expectations of all community members
- to foster ongoing commitment to learning
- to provide stimulating and nurturing environments
- to provide a well-balanced curriculum addressing the needs of students
- to plan collaboratively and set goals for future learning
- to monitor student learning and provide feedback
- to gather and interpret data to assist in improving student outcomes
- to encourage student responsibility and independence

We are heart people who touch the hearts of others

- to encourage service to others
- to provide outreach to the wider community
- to include everyone, especially those less fortunate than ourselves

St Martin's Catholic Primary School was established in 1964 to provide a Christian education in the Catholic Tradition for girls and boys from Reception to Year 7 (now Reception – Year 6). It was placed in the care of the Daughters of Our Lady of the Sacred Heart until 1984. From 1984 to 1987, a Dominican Sister was the Principal of St Martin's, then in 1998, the first lay Principal was appointed to our Parish School.

ST MARTIN DE TOURS

St Martin de Tours was a compassionate and humble man. He loved life and chose to live a life of simplicity, shunning materialism. He was coerced into becoming the Bishop of Tours but embraced leadership with great zeal - albeit reluctantly. St Martin embarked on personal as well as public journeys and always managed to spend time alone and in stillness with his God. Martin did not die a martyr and so was canonised because of the way he lived his life not of the way he died.

ACKNOWLEDGEMENT OF COUNTRY

At St Martin's Catholic Primary School, we acknowledge that we are on the traditional land of the Kurna People of the Adelaide Plains. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that these are of continuing importance to the Kurna people living today.

ST MARTIN'S CATHOLIC PRIMARY SCHOOL

Street Address | 56 – 80 Princes Road, Greenacres SA 5086

Postal Address | PO Box 246, Greenacres SA 5086

School Office

Phone | 08 8211 2400

Email – General Enquiries | info@smg.catholic.edu.au

Website | www.smg.catholic.edu.au

Office Hours | 8.15am to 4.00pm during school terms

Out of School Hours Care

Phone | 08 8211 2443

Email | oshc@smg.catholic.edu.au

GREENACRES WALKERVILLE PARISH CHURCH

Parish Office

Deacon Andrew Kirkbride

Parish Pastoral Associate/Sr Rita Ruzzere

Secretary | Rebecca Haines

Phone | 08 8261 6200

Email | admin@gwparish.org.au

Website | www.gwparish.org.au

Office Hours | 9.00am to 3.00pm Monday, Wednesday, Thursday

Mass Times

Weekend Masses

6:00pm Saturday Vigil at St Monica's Church, Walkerville

9.30am Sunday at St Martin's Church, Greenacres

11:00am Sunday at St Monica's Church (Ordinariate of Our Lady of the Southern Cross)

Weekday Mass Times

9.00am Tuesday and Thursday at St Martin's Church, Greenacres

9.00am Wednesday at St Monica's Church, Walkerville

STAFF LIST 2024

LEADERSHIP TEAM		SPECIALIST TEACHERS	
Principal	Christine Comas	Art	Helen Williams
Deputy Principal	Susanne Harding	Auslan	Michelle Lind
APRIM	Rose Valenti	Music	Jasmine Lim
		Physical Education	Michael Woods
TEACHING STAFF		EDUCATION SUPPORT OFFICERS	
Reception Unit		Business Manager	Luke Healey
RD	Vanessa Dibbens	Receptionist	Nadia Udina
RP	Katia Pedersen	Enrolment Registrar	Natalie Tompkins
RT	Coreen Taylor	Payroll Officer	Terina Elphick
RV	Natasha Voiklis	Admin Officer	Angela Norton
		Library Assistant	Michele Dick
			Wendy Hill
Year 1 Unit		Curriculum	Bobby Rodgers
1A	Alexandra Appelbee		Dora Bouras
1B	Alicia Bolzon		Sharon Prior
1BM	Katherine Belperio		Kelly Jones
	Alyce Magliaro		Elizabeth Ciancio
1S	Rachel Spry		Emma De Ron
			Reine Bolding
Year 2 Unit			Jasmine Jenkins
2I	Maria Iannotti		Felicia Tsialafos
2M	Marnie Moss		Jenushair Fernando
2P	Stephanie Patching		Cathy Agostino
2SW	Sue Schmick		Angela Duncan
	Helen Williams		Allison Krause
			Kat Hope
Year 3 Unit			Stella Ross
3D	Alessandra Dichiera		Alice Harding
3G	Dylan George		Lauren Howes
3J	Jasmina Jukic		Louis Hutchinson
3O	Sarah O'Driscoll		Kimberley Butcher
			Rina Willmore
Year 4 Unit			Eilish Doyle
4G	Linda Gentilcore	WHS Coordinator	Michele Dick
4M	Daniel Milford	Canteen	Nives Grgic
4R	Karolina Radomanski	Sustainability Officer	Peter Kuerschner
4T	Kasey Ton	Chaplain	Sam McIver
		Groundsman	Jason Bielak
Year 5 Unit		School Nurse	Emma Kondrat
5B	Tessa Bahr	WHS	Michele Dick
5D	Nicolle D'Allocco	OSHC Director	Steve Clark
5R	Vincent Rignanese	OSHC Assistant Director	Peter Pudney
		QUALITY AND PERFORMANCE TEAM	
Year 6 Unit		Principal	Christine Comas
6GM	Louise Gellard	Deputy Principal	Susanne Harding
	Wayne Martin	APRIM	Rose Valenti
6M	Melanie Maguire	Leader of Learning	Helen Young
6RK	Mark Roberts	STEM	Mark Roberts
	Olivia Kropinski	SETQA Coordinator	Louise Gellard
		Wellbeing Coordinator	Mel Jones
Network Technician		Inclusive Ed Coordinator	Wayne Martin
	Alex Klajn	EALD Coordinator	Olivia Kropinski
	Christopher Franz	Early Years Coordinator	Alyce Magliaro
Counsellor			
	Ruby Lai		

SCHOOL HOURS

All students should be at school no later than **8.40am**.

8.20am | Gates open and supervision commences (any student arriving before 8.20am will be taken to OSHC)

8.45am | Lessons commence

11.05 – 11.25am | Recess

12:55 – 1:05pm | Lunch eating time

1:05 – 1.45pm | Lunch playtime

3:00pm | Dismissal

3:15pm | Gates close and supervision ends (any student not collected will be taken to OSHC)

Any parents/caregivers wishing to see their child during school hours will need to inform the Receptionist at the School Office.

Teachers will be available to speak with parents/caregivers on most days after school, or by appointment for a very brief time in the mornings.

Appointments for formal discussions with teachers can be made directly with your child's teacher.

INDEPENDENCE DAYS

Term 1 and Term 3 | Monday and Wednesday

Term 2 and Term 4 | Tuesday and Thursday

SUPERVISION OF CHILDREN

No student is to leave the school grounds during school hours without the permission of the Principal, Deputy Principal or classroom teacher. The school should be informed in writing when parents/caregivers need to remove their child from school during school times. On such occasions, parents/caregivers are required to collect and sign out their children from the School Office. This is a requirement of our security and safety procedures.

2024 TERM DATES

Term 1 | Monday, 29 January to Friday, 12 April

Term 2 | Tuesday, 30 April to Friday, 5 July

Term 3 | Tuesday, 23 July to Friday 27 September

Term 4 | Tuesday, 15 October to Wednesday, 11 December

2024 PUPIL FREE DAYS

Term 1 | Friday, 12 March

Term 2 | Monday, 29 April

Term 3 | Monday, 22 July

Term 4 | Monday, 14 October

ABSENTEEISM

It is the law that all students past the age of six attend school unless they are unwell. If your child is not going to be at school, you will need to inform the school by:

- Email | absent@smg.catholic.edu.au (any time) or directly to the class teacher (prior to 8:30am)
- Phone | between 8.30am and 9.00am – 8211 2400

In the case where you know your child is going to be absent the following day, please inform the class teacher directly, as a note explaining the absence is required for accountability.

ATTENDANCE AND PUNCTUALITY

All students are to be at school no later than **8.45am** to avoid disruption to class routines and lessons. Lessons commence at 8.45am so it is important that your child is organised and set up for success each day.

Students arriving after 8.45am need to report to the School Office and have their name recorded for lateness.

Students leaving the school grounds during the day for appointments need to be signed out at the School Office by their parent/caregiver before leaving the school.

Students absent from school for more than five consecutive days for the purpose of travelling need an *Application for Exemption from School Form* completed by their parent/caregiver explaining their absence from school. Forms can be obtained from the School Office preferably two weeks prior to the intended absence.

In the event that the school has not been notified of a student's non-attendance by 10.00am, a SMS message is sent to the parent/caregiver requesting contact be made to explain the student's absence from school.

BICYCLES AND SCOOTERS

Students who ride to and from school may store their bikes at the side of the Community Centre. No responsibility is accepted by the school for any damage. It is advisable that students use a bike lock for security measures. Students are to walk their bikes and scooters through the school at all times.

BRAIN FOOD

All students are asked to bring a piece of fruit or vegetable every day which is eaten during the morning.

The food provided for this snack time needs to be separate from what is provided for recess and lunch and should be appropriately stored (e.g. in a separate container).

All students are also required to have a bottle of water which is kept on their desk or in a classroom crate for them to access during the day. Students are able to refill their water bottles with chilled water at the water fountains during the day.

CANTEEN

Students learn about nutrition, courtesy, hygiene and money through the Canteen. A Canteen menu and price list are available on the QKR! App.

Recess and lunch orders are made using the Qkr! App. **Orders must be placed by 9.00am.** (An instruction sheet for Qkr! can be collected from the School Office or Canteen.) Over the counter cash sales at lunch time will remain an option for students to purchase ice blocks, snacks, etc. Parents/caregivers are asked to use discretion in the giving of spending money to their children – preferably no more than \$5.00 is to be brought to school.

At recess and lunch time, the orders are collected by a class monitor and distributed in the classroom.

Throughout the year, there are special lunch order days which are advertised via the newsletter (e.g. Showdown Donut Day, Sausage Sizzle). Orders are made using the Qkr! App.

COUNSELLOR

A school counsellor is on site every Monday and Thursday. Parents/caregivers may make a referral for their child to see the counsellor by completing the request form, available at the School Office. Teachers may refer a student to the counsellor and students can all request a session with the counsellor.

DOCTOR AND DENTIST APPOINTMENTS

A note should be sent to the class teacher, if possible, or a phone call in the morning explaining a child's lateness that day. When collecting your child for a medical appointment, please see the Receptionist at the School Office.

ELECTRONIC DEVICES

Reception - Year 2 students can access shared iPad devices in their class. Year 2 -3 students have 1:1 access to iPad devices in their class, which must remain at school. Students in Years 4 and 5 participate in a computer rental program for their time in the senior years of primary School; this will extend to years 4 – 6 in 2024. In 2023, Year 6 students will continue bringing their own devices to school.

All devices must be properly maintained and used per the ICT agreement signed at the commencement of the school year.

Students have access to printing and the internet at school. Misuse of the equipment may result in the loss of privileges.

Students are not to have their mobile phone in their possession during the school day. Only students who ride a bike, walk or catch a bus to school may have a mobile phone at school for safety reasons, and it must be handed in at the School Office in the morning and collected at the end of the day. The school will not be held responsible for loss or damage to mobile phones or electronic devices. (Please note that students are able to telephone their parent/caregiver through the School Office and therefore it is advisable that students do not bring mobile phones to school.)

EVACUATION | LOCK-IN DRILLS

Each term, evacuation and lock-in drills are conducted to ensure all students and staff understand what is required of them during an emergency. Evacuation and lock-in procedures are displayed in every learning and working space and in the event of an emergency or a drill while on site, please follow instructions from a staff member accordingly. In the event of an emergency or critical incident, the school's duty of care is to ensure all students are looked after until they are collected by their parent/caregiver.

EXTREME WEATHER

Every learning space is air-conditioned and therefore no early dismissal occurs on days of extreme heat. When the temperature for a particular day is above 36°C, students remain in their classrooms during breaks and are supervised by their teacher.

Outdoor After School Sports training is cancelled when the weather is inclement (rain or thunderstorms) and when the temperature is above 32°C.

When inclement weather occurs during school hours, students remain in their classroom during break times.

ILLNESS | ACCIDENTS

A student showing any indication of illness should NOT be sent to school. Students suffering from cold symptoms should be kept home.

When a student is sufficiently ill and needs to go home, or injured and requires treatment by a doctor, a parent will be notified by a staff member by phone and requested to collect the student. In the case of an emergency, an ambulance will be called to transport the student to hospital. The school has ambulance cover for students. All students in the school are covered by accident insurance for accidents that occur during school hours.

INFORMATION FORMS AND CHANGE OF ADDRESS | TELEPHONE NUMBER | EMAIL ADDRESS

Each student must have a Student Checklist, filled out completely, with correct telephone numbers in case of an emergency. These are updated every year, and must be returned to the Receptionist prior to the commencement of Term 1.

Parents/caregivers are asked to inform the Receptionist of any change of address, temporary or permanent and new telephone numbers to avoid any unnecessary confusion when trying to contact a parent/caregiver if a student is ill, or when distributing correspondence.

LOST PROPERTY

All belongings including clothing, stationery, drink bottles and lunch boxes need to be clearly labelled with your child's full name, and if necessary, year level. All clothing items labelled with student names are returned to them. Unlabelled items are given to the Second Hand Uniform Shop.

PARKING AROUND THE SCHOOL

For the safety of our students and the local residents, parents and caregivers are asked to adhere to signage around the school in relation to parking and traffic flow. Student pick up and drop off times run smoothly when drivers abide by the road rules. At all times, local residents must have access to their property. Please note that Port Adelaide Enfield Council traffic inspectors regularly patrol around our school boundary namely Princes Road, Vasey Street and Whysall Road photographing cars not adhering to the road rules. **In particular, signage around the school stating 'No Parking 8.00 – 9.00am | 2.30 – 3.30pm' needs to be adhered to for the safety of our students.** In the Kiss and Drop Zone located in Princes Road crescent, cars can only wait for two minutes before being asked to proceed around the block again. Students must move quickly to the Kiss and Drop Zone so as to avoid parents/caregivers having to be moved on and go around the block. Disabled parking is available, please contact the School Office for more information.

The staff carpark is reserved for staff only and parents/caregivers are not to use it for drop off/pick up of students.

PASTORAL CARE

Pastoral Care is of the utmost importance for our students, staff and families at St Martin's Catholic Primary School. As an inclusive whole school community, we create an environment which promotes positive wellbeing, facilitates Social and Emotional Learning (SEL) for students, supports student engagement and connectedness at school and promotes facilities and service for seeking help.

PET FREE ZONE

Some students are frightened of animals and some may experience allergic reactions. As we have a duty of care to all members of the community, dogs and pets are not allowed on the school site, unless of course they are a service dog.

PHOTOS | DIGITAL IMAGES | RECORDINGS

Your child will actively participate in a myriad of school events throughout the year. It is permissible to take a photo/digital image/recording of your own child but not of other students. Due to privacy issues around the taking of and/or the publication of photographs and images of students, it is requested that no photographs or images of students other than your own is uploaded onto any social media website without the express permission of any person in the photograph/image.

SCHOOL ASSEMBLIES, MASSES AND LITURGIES

Every week on a Friday morning at 9:00am, a whole school Assembly, Mass or Liturgy is held in the Community Centre hosted by a designated class. These are community events and all families are welcome to attend. Assemblies are a showcase of our learning programs and/or special activities that have occurred in the school. Deacon Andrew Kirkbride presides over our Liturgies.

SCHOOL EVENTS

It is expected that all students will attend important school functions such as School Masses, Sports Day, School Concert and the End of Year Mass and Graduation Ceremony. In the event of a student being unable to participate, parents/caregivers are requested to inform the class teacher or Principal in writing prior to the function.

SPORTS TEAMS

St Martin's has four sports teams:

Chevalier | Jules Chevalier founded the Order of Missionaries of Sacred Heart

Hartzer | Marie Louise Hartzer founded the Daughters of Our Lady of the Sacred Heart

MacKillop | Mary MacKillop became the first sister of St Joseph and the first Australian saint

Sweeney | Margaret Sweeney was the first Australian Daughter of Our Lady of the Sacred Heart

WORKPLACE HEALTH AND SAFETY (WHS) MATTERS

St Martin's is a smoke-free site, therefore smoking is prohibited on the school grounds at all times, including special events during the day or night.

Any hazards, accidents or near misses that occur while on the school grounds need to be reported at the School Office and will be addressed by the WHS Coordinator. In the interest of staff and student safety, it is essential that the school grounds are kept safe at all times.

PARENT AND TEACHER COMMUNICATION

Regular communication between home and school is vital for the wellbeing of students. It is important that a congenial relationship is established between your child's teacher and you at the commencement of the year by your participation in the Parent-Teacher Conversations held during the week before school commences.

Parents/caregivers are welcome to speak to teachers informally before or after school, via the class communication platform, or email them personally noting that a response will occur within 24 hours. We believe in the 'open- door' approach to communication. The best time to see your child's teacher is after school as teachers believe it is essential to spend the first 10 minutes of the day communicating with their students and organising for a happy and well-planned programme.

Should an issue arise, contact should be made with your child's teacher in the first instance and if not resolved, then make an appointment to meet with a Leadership member.

LEARNING CONVERSATIONS

'Learning Conversations' are conducted at the end of Term One and involve the teacher, parent/caregiver and student. These sessions are important opportunities for parents/caregivers, teachers and students to come together in a mutually supportive way for 10 minutes duration whereby time is spent chatting about the student's goals, highlights, and challenges in their learning.

Parents/caregivers can request an interview at any time throughout the year but will need to arrange a mutually convenient time with the class teacher. Optional Interviews are available at the end of Term 3 should parents/caregivers want information on their child's progress.

NEWSLETTER

The school Newsletter is published every fortnight during term time (Thursdays of odd weeks) and is uploaded to the school website – www.smg.catholic.edu.au and emailed to all families.

REPORTING

Students receive two formal written reports during the year – Semester 1 Report is sent home in Week 10 of Term 2 and Semester 2 Report is sent home in Week 9 of Term 4.

NAPLAN tests for Literacy and Numeracy are conducted in March for all Year 3 and Year 5 students.

ReLAT (Religious Education Literacy Assessment Tool) for Year 4 students is conducted in August.

Ongoing assessments throughout the year are used to monitor students' progress and these can be in the form of observations, oral or written tests and summative reports.

QKR! APP

Canteen orders and sporting nominations are accessed via the Qkr! App. Contact the School Office if you would like help downloading the app.

EMAIL

The school uses email to alert parents/caregivers about newsletters.

SEQTA ENGAGE

The school uses SEQTA Engage to distribute academic reports. Please refer to the SEQTA Engage Parent Handbook.

SCHOOL CURRICULUM

St Martin's Catholic Primary School is committed to providing a well-balanced curriculum in the following areas:

- Religious Education
- English
- Health and Physical Education
- History
- Geography
- Languages - Auslan
- Mathematics
- Science
- Technologies
- The Arts

'Crossways' and 'Made in the Image of God' are the curriculum documents used in Catholic schools to teach Religious Education. The Australian Curriculum is used to teach all other learning areas with the intention to "equip all young Australians with the essential skills, knowledge and capabilities to thrive and compete in a globalised world and information rich workplaces of the current century".

Please refer to the Australian Curriculum website for further information (australiancurriculum.edu.au).

SACRAMENTAL PROGRAM

Our Sacramental Program supports families wanting their children to be fully initiated into the Catholic faith. Preparation and celebration of the sacraments are conducted through the Greenacres Walkerville Parish. . Students are able to receive the sacraments when deemed 'ready' by their parents/caregivers. Enrolment occurs during Term 3, requiring parents/caregivers to attend an Introduction session at the Greenacres/Walkerville Parish. Enrolment forms can be obtained from the Parish Office situated next to the Community Centre. The Sacraments are celebrated during Terms 1 to 4 – further information can be obtained from the Parish Office by phoning 8261 6200 or emailing admin@gwparish.org.au.

STEM (SCIENCE, TECHNOLOGIES, ENGINEERING, MATHEMATICS)

St Martin's uses a STEM based approach to learning from Reception through to Year 6. Aside from additional STEM based investigations, STEM is integrated through the Science Curriculum. Through Science, teachers incorporate Design Challenges using the Engineering Design Process into each unit, allowing the disciplines of STEM to be explored. The school is resourced with a variety of digital technologies to enhance student learning and engagement.

SUPPORT PROGRAMS

St Martin's has an Oral Language Program which involves Phonological Awareness Screening of all Reception students in their first term of school. Intensive support for those who struggle with sounds and letters is provided in small group activities.

Funastics is a gross motor coordination program which is offered to Reception students.

Students with 'English as an Additional Language or Dialect' (EALD) background complete an Oral Levelling assessment in Reception and then written work is levelled yearly. This determines not only our government funding for the school to support students, but more importantly it identifies what our students are capable of and then what support they may need in the classroom to improve their skills in writing, reading and speaking.

All sports related paperwork, nominations and payments for sporting events and sports teams will be available via the Qkr! App.

COMPETITIVE SPORTS

Physical activity opportunities for students at St Martin's Catholic Primary School are varied and numerous. They are positive experiences to promote lifelong physical activity for our students. In addition to their Physical Education lessons, the Year 3-6 students have opportunities to participate in a number of in-school time Catholic School and SAPSASA Carnivals, including Swimming, Tennis, Lacrosse, Cricket, Athletics, Netball, Touch Football and Cross Country.

Whole school physical activities include:

- Sports Day
- PE Week activities
- Be Active Program
- Outdoor Ed
- Jump Rope for Heart

Lunchtime School Sport includes:

- Lunch-time Indoor Soccer competitions (Boys & Girls Year 3-6)

Lunchtime trainings often include:

- AFL training sessions (Boys and Girls Year 5-6)
- Netball training sessions (Boys and Girls Year 3-6)
- Athletics training sessions (Boys and Girls Year 3-6)
- Lacrosse training sessions (Boys and Girls Year 3 – 6)

AFTER SCHOOL SPORT

At St Martin's Catholic Primary School, we offer a wide range of After School Sports. After School Sport is run by parent volunteers who take up the position of coach, team manager etc. All sports are open to girls and boys.

In the past, St Martin's has entered teams in:

- Cricket | Terms 1 and 4 | Years 2 – 6
- Football | Term 2 and 3 | Years 2 – 6
- Volleyball | Terms 2 and 3 | Years 4 – 6
- Netball | Terms 2 and 3 | Reception – Year 6
- Basketball | Reception to Year 6
- Auskick | Term 2 | Reception to Year 3
- Lacrosse | Years 5 - 6

BE ACTIVE PROGRAM

The Be Active program provides students opportunity to enjoy a wide variety of sporting experiences and develop basic skills to be able to participate in sporting activities. Students receive the highest possible quality teaching and coaching experiences. There is an emphasis on good sporting behaviour and differing skill sets suitable to the needs of students. The program is offered to Reception to Year 6 students and includes special sessions with qualified external community coaches (e.g. Milo Have a Go Cricket, ANZ Hotshots Tennis, Judo, Dance, etc).

ACTIVE EDUCATION PROGRAM

Our Active Education Program is a stand-alone program designed to add skills and participation in outdoor experiences for students at St Martin's.

The program is in addition to, and does not take the place of, regular PE lessons and Be Active sessions.

The program runs across the school for all classes, with dates and times sent home closer to the activities.

Each year level has its own annual activity that will usually run over one week in the school year.

- Reception | CirKidz
- Year 1 | Ride a Bike Right
- Year 2 and Year 3 | Swimming
- Year 4 | Adelaide Tree Climb
- Year 5 | Surf School
- Year 6 | Aquatics and School Camp

CAMPS, EXCURSIONS AND INCURSIONS

Students in Year 6 attend a three-day adventure camp at Mylor during Term 2. It is a leadership camp aimed at providing students with team building and cooperative learning skills and the opportunity to participate in various outdoor activities under adult supervision. School camps are an additional cost to families.

All students participate in Incursions and Excursions that support the curriculum throughout the year. Payment of Excursions and Incursions is taken from School Fees.

PERFORMING ARTS

Students have the opportunity to be involved in elective music groups which rehearse and perform during the year. These include:

- The Catholic School Festival Choir which trains throughout the first three terms to perform at the Catholic Schools Music Festival in September at the Adelaide Entertainment Centre
- St Martin's Band which rehearses every week and performs at a number of school events and assemblies
- Liturgical Dance group which meets every fortnight and works on building their dance technique to perform at school Masses
- Private Instrumental Program which involves a range of instruments including piano, guitar, voice, drums, and violin.

Our Instrumental teachers are:

- Guitar | Megan Robson: meganannerobson@gmail.com
- Piano | Adrian Hookway: adrian.hookway@gmail.com
- Piano | Tegan Beck: teganbeck02@gmail.com
- Piano | Sophie Tu: tu.sophie@outlook.com
- Piano | Brigid Marsden: brigid.marsden@gmail.com
- Flute | Tegan Beck: teganbeck02@gmail.com
- Drums | Sam Krieg: sam_krieg@hotmail.com
- Singing | Claudine Bryant: claudibmusic@gmail.com
- Violin | Learning Through Music: info@ltmusic.com.au

Enrolment forms for any of the above activities are available from the via EForms, School Office and the Performing Arts teacher.

SCHOOL FEES

Our fees are set by the School Board and are designed to offer a high-quality education that is affordable for our families. The payment of fees is a responsibility and commitment by families, and ensures the school maintains quality education and resources for the benefit of the students.

St Martin's offers 2 School Fee types:

1. Full School Fee
2. Lower Income Fee (To be eligible for this fee, an approved School Card is required.)

The School Office is open for payments between the hours of 8:30am and 3.30pm. Saint Martin's offers various instalment payment plan options, and all relevant paperwork for the upcoming year is sent out during Term 4 as a fee package.

Payment of accounts may be made via cash, EFTPOS, BPay, direct debit from bank or credit card accounts, or direct payments to St Martin's bank account.

FULL SCHOOL FEES

Our fees are billed in full in Term 1. Families not paying via a school approved payment plan must pay in 3 instalments in Terms 1, 2 and 3 by the due dates. The school offers a 2.5% discount on tuition fees if the full annual amount is paid by 1st March each year.

COLLECTION PROCEDURES

The Business Manager is responsible for school fee accounts. Families will receive statements periodically through the year. Reminders will be sent to families who have not made payments by the agreed dates.

SIBLING DISCOUNTS

Sibling Discounts are available to families with more than one child attending St Martin's Catholic Primary School. These discounts are set by the School Board in line with Catholic Education SA guidelines. No discounts are given to families with children attending other Catholic schools.

LOWER INCOME FEE | SCHOOL CARD

The School Card Scheme is administered by the South Australian Department of Education and Child Development (DECD). Conditions are set by the Government and eligibility criteria often changes. It is an income means tested scheme providing assistance for low income families towards the cost of education expenses. Application forms are available from the School Office. Please request a form from the school or alternatively, apply online at the DECD website. For eligible families, St Martin's will apply the Lower Income Fee Schedule.

FAMILIES EXPERIENCING FINANCIAL DIFFICULTY

Families who are experiencing difficulty in meeting their financial liability are asked to contact the school immediately to discuss the situation. All discussions and ensuing arrangements are treated in the strictest confidence.

A Fee Remission is available to families who are experiencing extreme financial difficulty. Applications for Fee Remission are available from the Business Manager's Office, and are assessed by the Finance Committee. The remission form must be fully completed with all required paperwork attached.

STUDENTS LEAVING | BEGINNING DURING THE YEAR

Students who commence at times other than the beginning of the year, or who leave before the end of the year have their school fees adjusted by the number of weeks not attending school, subject to meeting the notification of one Term's notice.

St Martin's Catholic Primary School – Fee Policy (2020) states, "Families who are leaving the school must give one Term's notice, failure to do so will incur a Term's Fee penalty."

The notice of intention to withdraw a child from the school must be in writing and addressed to the Principal. In the event a Term's notice has not been provided, a fee is payable equivalent to one Term's Fee. This condition also applies to students leaving at the end of the school year who have not provided advice prior to the end of Term 3.

The full version of the St Martin's Catholic Primary School – Fee Policy is available on the website (<http://www.smg.catholic.edu.au/our-school/policies>).

OVERDUE ACCOUNTS | LATE FEE

In the event that you are unable to pay school fees prior to the due date, please notify the school immediately.

Families who fall behind in the payment of fees are urged to contact the school as a matter of urgency to discuss payment options. Overdue statements will be forwarded during the year with reminders as necessary.

CONFIDENTIALITY

School Board, Staff and parents/caregivers have an obligation to respect the confidentiality of all information relating to school fees.

HOMEWORK POLICY

Homework is a part of the total educational experience. It is a continuation or extension of the classroom and is intended to enrich and extend student initiative.

Purposes for Homework:

- To reinforce learning by providing practice and application of skills or completion of familiar, unfinished work
- To develop responsibility and independent study habits through learning to manage time
- To utilise out-of-school resources for learning, giving students the opportunity to explore, create and broaden interests
- To incorporate parents/caregivers or significant others into the students' school experiences through related home activities.

GENERAL GUIDELINES FOR HOMEWORK

Homework must be suited to the needs and abilities of the individual student with consideration to the availability of materials needed to complete the assignment.

Homework assignments should be specific. Students should know what is expected of them and the task should be within the student's ability. The teacher will introduce the concept or skill and provide guided practice before making the homework assignment. The purpose, appropriateness, quality, and timeliness of homework should be evaluated periodically.

Homework in the Primary Grades should generally last no longer than:

Reception	10 minutes	(including reading)
Year 1	15 minutes	(including reading)
Year 2	20 minutes	(including reading)
Year 3-5	30 minutes	(including reading)
Year 6	40 minutes	(plus reading)

RESPONSIBILITIES**Students:**

- To record homework and to have parents/caregivers acknowledge that they are aware of work which has been set
- To ensure that all materials required to complete the homework are taken home and returned to school the next day
- To complete the homework to the best of their ability and to present it to the teacher at the required time
- To inform the teacher of any problems associated with the homework.

Teachers:

- To assign and provide feedback on homework
- To communicate any concerns relating to homework to the parents/caregivers.

Parents/Caregivers:

- To become familiar with the school policy on homework and the current teachers' expectations and procedures

- To support the School's policy by providing a suitable environment for homework (i.e. an environment of support and a place and time for working).
- Strive for a balance between supporting the child in their work and making sure that it is the child's work
- Monitor homework and communicate any concerns to the teachers concerned
- Invite your child teach you something he/she has learnt. (This provides the child with a boost in self-esteem and reinforces their learning.)

HOLIDAY HOMEWORK

A holiday is a rich experience with great learning opportunities that is shared with family and friends. If a family is planning to take a holiday during school term our policy is NOT to give homework. Much of the learning that takes place at school requires assessment and is not based around worksheets. If parents/caregivers would like their child/ren to do something during their holiday we would suggest the student writes or records a journal of their trip, so they can share it with the class when they return.

UNIFORM PURPOSE

It is important to develop in our students a feeling of pride in themselves and their school, and a sense of personal tidiness and cleanliness.

- Our school uniform presents an identity and a public image to the wider community.
- Our school uniform enables each student to have equal social status with regard to dress and eliminates competition and class distinction.
- When parents/caregivers enrol their child/ren at St Martin's Catholic Primary School, they agree to accept the school standards with regard to grooming, uniform and personal presentation.

Parents/caregivers are therefore asked to:

- Ensure that the correct school uniform is purchased
- Ensure that students wear the correct uniform each day
- Ensure that the uniform is clean and well maintained
- Clearly and permanently (as possible) name each item of clothing
- Check that their child has brought home only their own pieces of clothing (return items not belonging to your child to the school).

Please inform the school via email if it is not possible for your child to be wearing the correct school uniform on a particular day (this saves embarrassment for the child).

Students are expected to:

- Wear the correct uniform and wear it correctly each day.
- Look after their own clothing and put items in their school bags if not being worn.
- Respect the clothing of other students.
- Wear the uniform with pride.

UNIFORM CODE | HAIR

All shoulder length and longer hair must be tied up with a blue, black or hair coloured "rubber band" (this supports our policy for the control of head lice). Acceptable accessories are uniform fabric scrunchies or sky blue or ink blue ribbons and natural colour clips.

Brightly coloured hair, coloured streaking, coloured highlights and coloured hair spray is not allowed.

UNIFORM CODE: MAKE UP | JEWELLERY

Make up and fingernail polish are not to be worn at school.

Jewellery is not permitted at school due to safety and security reasons and the school accepts no responsibility for any jewellery worn to school. Exceptions include:

- Watches (simple designs)
- Earrings - one set of plain (not dangling) stud and/or sleeper earrings —one earring per ear
- Religious pendants – worn under the uniform

SPORTS UNIFORM

Students wear the sports uniform to school on the day of their Physical Education lesson or if participating in "Be Active" activity. Teachers will inform students and parents/caregivers which day of the week their PE lessons will occur for the year.

Correct school uniform is to be worn every other day. Sports shoes (sneakers) must not be worn to, at and from school except with the sports uniform. Students may change into their sports shoes during the day for daily fitness, play or sports training if required. Items from the sports uniform are not to be worn with the formal uniform and vice versa.

UNIFORM SHOP

Opening Hours during school term:

Tuesday | 8.30am - 10.00am and Thursday | 2.30pm - 4.30pm

The first Saturday of every month during the school term from 9am – 12pm

Uniforms can be purchased:

- From the Uniform Shop located in the Community Centre
- By completing an order form available from Belgravia Sports online and handing it in at the Front Office
- Via the St Martin's Catholic Primary School - Online Uniform Shop
<https://www.belgraviaapparelschools.com/collections/st-martins-catholic-primary-school>

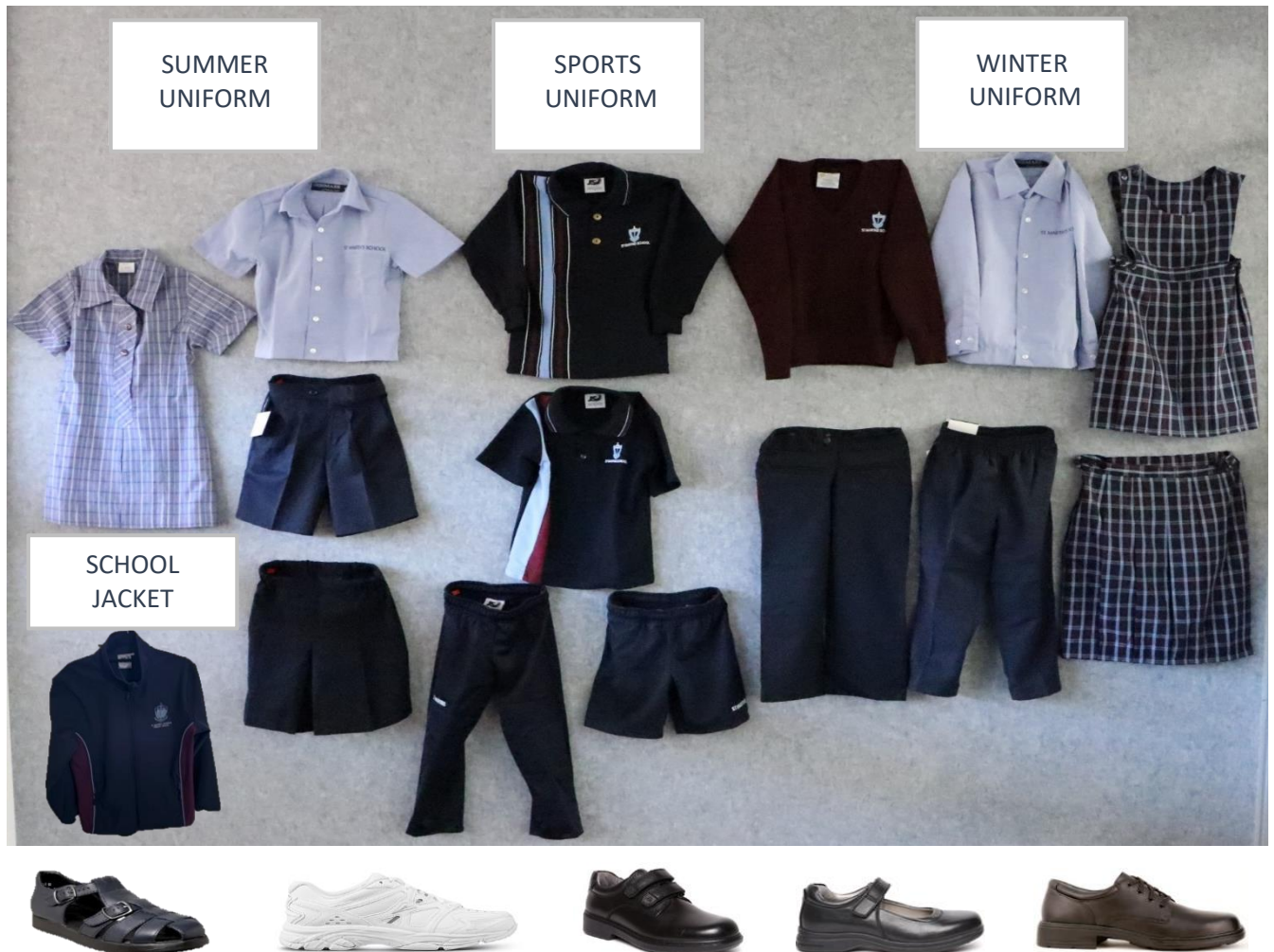
Online orders can be collected at the Front Office or sent home via your child's classroom box. Please note uniform items will only be supplied when payment has been received.

The Uniform Shop is located at the school, in the Community Centre. Access is via the door facing the Staff Carpark.

UNIFORM

Please phone Lilly (Uniform Shop Manager) on 0433 618 496 to arrange a uniform fitting time

SUMMER – TERMS 1 AND 4	WINTER – TERMS 2 AND 3	SPORT – ALL YEAR	ACCESSORIES
Summer dress, white ankle socks	Pinafore (Rec – Year 3) or skirt (Year 3 – Year 6), long-sleeved chambray shirt with waistband and school name, navy knee-high socks or navy tights	Navy blue shorts or trackpants with school name	Navy blue reversible bucket hat with logo or team colour (Terms 1, 3 and 4)
Navy blue skort, short-sleeved chambray shirt with waistband and school name, white ankle socks	Navy blue ankle-length slacks, long-sleeved chambray shirt with waistband and school name, navy ankle socks	Navy blue short-sleeved polo shirt with burgundy and sky-blue stripes and logo	Navy blue backpack w logo
Navy blue shorts, short-sleeved chambray shirt with waistband and school name, grey ankle socks	Navy blue ankle-length pants, long-sleeved chambray shirt with waistband and school name, grey ankle socks	Sports socks with burgundy and sky-blue stripes and school name	Navy blue communicat bag with logo
Burgundy jumper with logo and/or navy jacket with logo	Burgundy jumper with logo and/or navy jacket with logo	Navy blue rugby top with logo and/or navy jacket with logo	Navy blue excursion ba
Year 6 – Graduation jumper	Year 6 – Graduation jumper	Year 6 – Graduation jumper	Navy blue rain jacket, n blue scarf, navy blue beanie
Black regulated shoes or navy sandals with closed toe	Black regulated shoes	Predominately white (80%) sandshoes	Navy or sky-blue ribbon scrunchies in school fab



MEDICATION

The responsibility for the administration of medication rests with the parents/caregivers. If preventative and/or maintenance medicines are required, (e.g., antibiotic treatment, nebulas for nebulisers), parents/caregivers are to send a signed note, stating the dosage, times to be taken and means of administration to the school. This medication is to be given to the school Receptionist or School Nurse. It is the Nurse's or Senior First Aid Officer's role to administer the medicine.

The exception to this practice is the self-management of Asthma where students have been educated in the proper treatment of their condition or other situations that may arise, (e.g. diabetes, which are to be negotiated between the parents/caregivers and Principal). Otherwise all medication is to be distributed through the School Office by the School Nurse or Senior First Aid Officer.

It is important to note the following:

- A medicine register is filled in by the School Nurse or Senior First Aid officer if medication is administered.
- Medication cannot be given without prior written consent from a parent. A medication form is available from the Receptionist and must be completed before school staff administer the medication.
- Teachers will not generally give medication unless circumstances provide no alternative (e.g. camp or absolute emergency).
- All medicines in original package are to be stored in the First Aid room clearly labelled with the student's name on it.

Please note that if your child is sick or in pain, then it is important they stay home and rest before returning to school.

STUDENTS WITH SPECIAL MEDICAL CONDITIONS

Parents/caregivers upon enrolment are required to complete a Medical Management Plan. Existing conditions must be stated on this form and depending upon individual cases, further information may need to be sought from medical authorities. Parental permission is required to proceed with this action.

For students with special medical conditions, a management plan will be formulated. This plan will be designed in consultation with the Principal, parents/caregivers, teacher and appropriate medical authority.

AMBULANCE INSURANCE POLICY

The school has Ambulance Cover for every student should an ambulance be required for a medical incident on the school site.

Upon receiving an ambulance invoice, parents/caregivers need to bring it into the school and the WHS Coordinator will provide paperwork to be completed and signed before returning it to the school.

ALLERGY AWARE POLICY

St Martin's is an 'Allergy Aware School' whereby all students are encouraged to not bring foods to school that may cause a life-threatening allergic reaction (anaphylaxis) requiring emergency medical intervention. We cannot guarantee to be a nut-free school due to various foods containing traces of nuts, however as an Allergy Aware School, we ensure that:

- No sharing of food or drinks is to occur
- The Canteen does not sell nut products or foods containing traces of nuts
- No nut products are brought into the classrooms for cooking
- Students wash their hands before and after eating food

ASTHMA

Students with asthma must provide their own asthma medication and spacer, along with a current Asthma Management Plan completed by their doctor. If your child requires changes to their Asthma plan, this needs to be in writing from the doctor.

EPIPENS

Students who require an EpiPen need to ensure that one is supplied to the school clearly labelled along with a current Action Plan for Anaphylaxis. If your child attends OSHC, another EpiPen needs to be supplied to the Director of OSHC as the First Aid room is closed outside of school office hours.

HEAD LICE

If a student has head lice, a note is sent out to the class informing parents/caregivers to check their child's hair. Students with head lice must be treated with recognised products before returning to school.

INFECTIOUS DISEASES

To prevent and control infectious diseases being transmitted to others in the school community, any student who has an infectious disease (please refer to the SA Health website for further information) cannot attend school until a medical practitioner deems they are no longer infectious.

SUNSMART

All students are required to wear a school hat when outdoors at break times, sports lessons or any outdoor activity in Terms 1, 3 and 4. Students are encouraged to protect themselves by applying sunscreen when outdoors. As a SunSmart school, students are regularly reminded about UV Protection and the harmful effects of the sun.

OUT OF SCHOOL HOURS CARE (OSHC)

The program operates Monday to Friday each week (excluding Public Holidays), school holidays and school closure days unless otherwise advised.

Program hours are:

- Monday to Friday | 7.00am to 8.30am and 3.00pm to 6.00pm
- Vacation Care | 7:00am to 6:00pm
- Pupil Free Days | 7:00am to 6:00pm

We use the online based platform 'Fully Booked' for our fees. Payment details will be required during the completion of the OSHC enrolment form. It is recommended that families use the 'Ezydebit' direct debit feature in 'Fully Booked' to make regular payments. Cash and online payments are also welcome.

Accounts are to be paid in full fortnightly. Failure to maintain regular payments will result in refusal of future care. A bond may be imposed before future care is provided.

Receipts are issued for all payments made onsite and account balances are updated immediately.

Accounts which remain unpaid will be referred to our Debt Collection Agency.

Payment arrangements/schedules can be arranged in consultation with the OSHC Director.

OSHC is located in the Sweeney Building – at the end of the Reception classrooms. Our dedicated OSHC workers provide a myriad of fun inclusive creative activities including indoor games, art and craft, cooking, gardening.

PARENT/CAREGIVER INVOLVEMENT

St Martin's relies heavily on parental involvement for a myriad of things (e.g. excursions, coaching sport teams, listening to students read, assisting with gardening tasks and cooking activities). All parents/caregivers are encouraged to be involved in the school whether it be during school hours or after hours as the school benefits greatly from parental contributions.

REGISTERED VOLUNTEERS

Any parent or caregiver wanting to volunteer in any capacity at the school needs to complete the screening processes which includes a Working with Children Check (WWCC), as well as a certificate of participation in Responding to Abuse and Neglect, Education and Care training. A Registered Volunteer application pack is available at the School Office. Working with Children Checks are valid for five years and offered free of charge for all volunteers. 'Registered Volunteer Badges' are issued to volunteers and are expected to be worn whilst volunteering in any capacity (i.e. classroom support, excursions, special events).

SCHOOL BOARD

The School Board operates according to the guidelines set down by the South Australian Commission for Catholic Schools. The Board consists of the Parish Priest (or delegate), Principal, Parent Representatives, a representative from the Parent Network, a representative from the Staff and co-opted members. It aims to ensure that the school fulfils its educational responsibility in the Parish and to administer school finances. It meets once a month to oversee the school finances, policy development, and special projects such as Master Planning and development of school resources. Elections are held at the Annual General Meeting held in March.

PARENT NETWORK

This is a social group whose principle aim is building a strong sense of community through parent/caregiver and student events such as Kids Disco and Parent Quiz Night. Meeting times are advertised in the School Newsletter and are open to all parents/caregivers. Great importance is placed on parent/caregiver involvement and parents/caregivers are encouraged to be involved in, or to support social activities. Nominations are sought annually for all office bearer positions at the Annual General Meeting.

PARENT CLASS REPRESENTATIVES

Each class has one or two parent representatives. The role of the class parent representative is to support the teacher and students in the class when required. This role is very fluid and depends on time availability of parents and requirements of the teacher regarding support. The parent class representatives work with the Deputy Principal to build community.

SOCIAL AND EMOTIONAL LEARNING

At St Martin's Catholic Primary School, Social and Emotional Learning (SEL) is a whole-school framework. As an inclusive whole school community, we create an environment which promotes positive wellbeing, facilitates SEL for students, supports student engagement and connectedness at school and promotes facilities and services for seeking help.

We work within the Be You Framework which provides primary schools with a structure for mental health promotion, prevention and early intervention.

Be You is a flexible, whole-school approach to children's mental health and wellbeing for primary schools. It works both on its own and as an umbrella under which a school's existing programs can comfortably fit. Be You Primary provides the proven methods, tools and support to help schools, parents and carers, health services and the wider community nurture happy, well balanced kids (Be You website).

The Be You components are interrelated and each is important for supporting student mental health and wellbeing:

1. Positive School Community
2. Social and Emotional Learning for Students
3. Working with Parents and Carers
4. Helping Children with Mental Health Difficulties

Common types of mental health difficulties of some students within our community include: anxiety, depression, serious behaviour problems, ADHD, autism spectrum disorder.

SMILING MINDS CURRICULUM

Alongside the Be You Framework, St Martin's implements the Smiling Minds Curriculum, which covers twenty mindfulness topics to develop the social and emotional skills of students in order for them to thrive.

PROCEDURE FOR SUPPORTING STUDENTS AND FAMILIES WITH SOCIAL AND EMOTIONAL LEARNING NEEDS

- Identify a need for support. Look for common signs and symptoms and risk factors (child, family, school, life events, societal) that could cause mental health difficulties.
- Talk with school leadership, previous teachers or other staff about the concern. Document conversation.
- Possible use of BETLS (behaviours, emotions, thoughts, learning, social relationships) observation tool.
- Talk with parents/caregivers of the student about the concern. Document conversation. Promote Be You parent/caregiver handouts and resources from school website.
- Suggest appropriate action together – such as follow up of concern by member of leadership team (if minimal), counsellor, psychologist, including inside/ support agencies.

- Work together (student, family, teacher, leadership, inside/outside support agencies) with supporting engagement of learning at school.

Professionals outside the school include: general practitioners, paediatricians, psychiatrists, psychologists, allied health professionals.

RESPONSIBILITIES

The School

- Believes in promotion, prevention and intervention of Social and Emotional Learning.
- Provides an inclusive and accepting environment for those experiencing mental health difficulties.
- Has policies and procedures that support students and families to seek help for mental health difficulties.
- Has protocols and processes for recognising and responding to mental health difficulties, including helping students to remain engaged with learning.
- Works together with families, students, staff and professionals, including frequent reviews.
- Maintains surveys and action plans for Social and Emotional Learning development as a whole school.

School Staff

- Have an understanding of childhood mental health difficulties.
- Understand that getting help early is important for students and families experiencing difficulties.
- Have a shared understanding of their role and its boundaries in addressing needs.
- Have knowledge and skills for recognising and supporting students experiencing mental health difficulties, including how to access support and make appropriate referrals.
- Have training in all 5 components of Be You.

Families

- Seek support if they have a concern about mental health difficulties.
- Work with the school and outside agencies to support their child, including frequent reviews.
- Notify school and outside agencies about any changes in their child's behaviour.
- Work with their child at home in supporting mental health difficulties.

Students

- Tell an adult if they feel they are having mental health issues.
- Tell an adult if they feel a friend is experiencing difficulties.

PROMOTION AND PREVENTION METHODS

Classroom

- Smiling Mind Curriculum
- Parent/caregiver Engagement
- Staff Professional Learning

- Relationship Building
- Restorative Practice – Circle Time
- Class Meetings
- Child Protection Program (explicitly teaching risk and protective factors for children’s mental health), integrated with Religious Education, Made in the Image of God Program, Health & Physical Education program
- Cyclic Gardening Program
- Parent/caregiver, grandparent and carer involvement in classroom program (expert speakers to answer students’ inquiries listening to reading, literacy groups, cooking and craft activities), special days and events, excursions
- Incorporating the students’ interests into the classroom program
- Allow the students the opportunity to engage in self-directed inquiry projects
- Buddy Classes Program
- Pastoral Care Worker/Chaplain
- School Counsellor
- Seasons for Growth Program

Yard

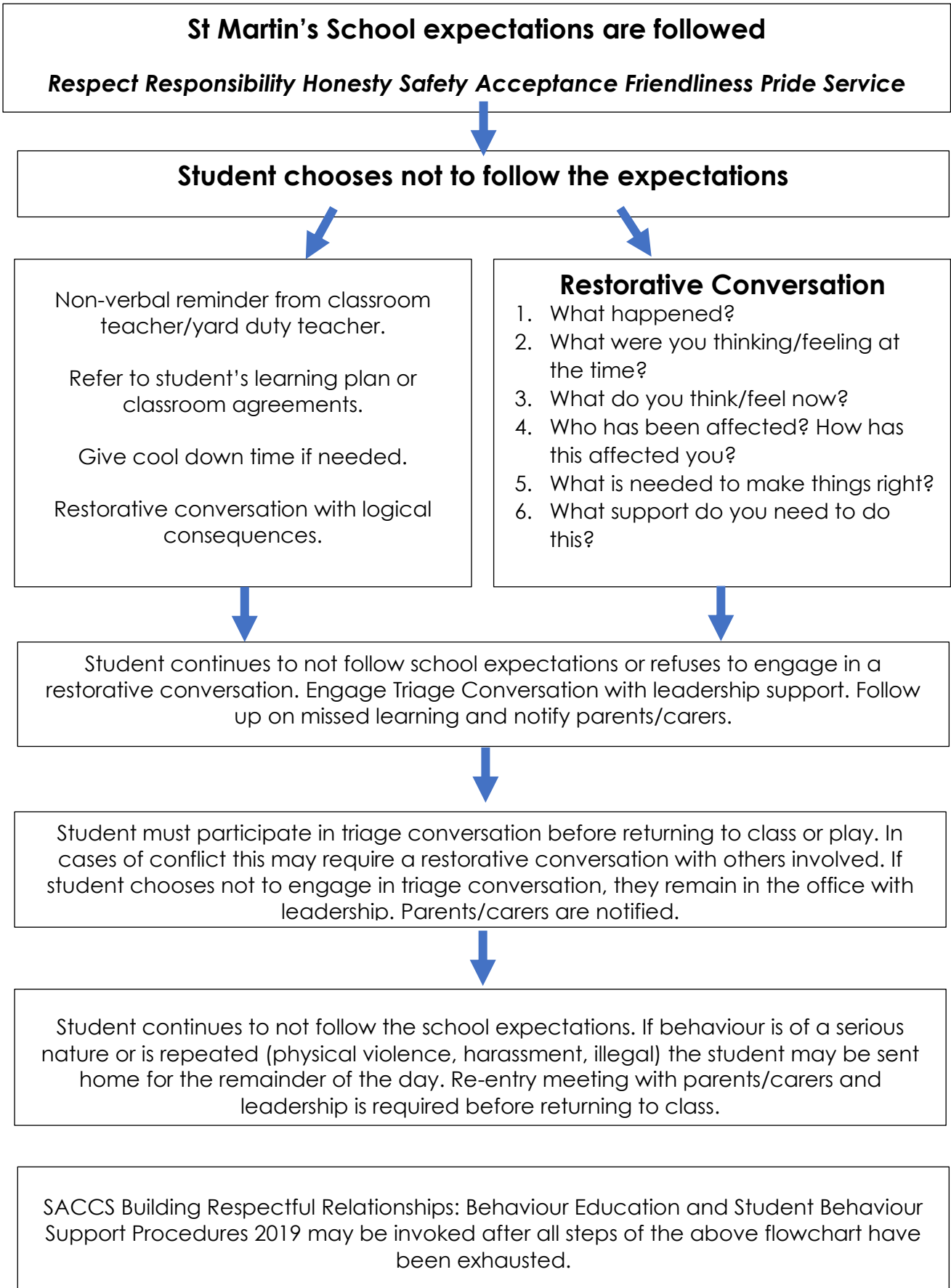
- ‘Our Shed’ - a tinker shed for creative woodwork learning
- Having garden areas for the students to play in
- Our Place – a supported quiet play space beneficial for identified students
- Duty person at recess and lunch to conference students with yard issues
- Chicken Therapy
- Mindful Space – for playtimes and whole class activities

PERSONAL RESPONSIBILITY

Students need to respect themselves, each other, the environment and school property at all times. There may be occasions when students display inappropriate behaviour that may cause harm to themselves or to others which subsequently requires a restorative conversation. All teachers have been trained in Restorative Practices which aims at restoring relationships and repairing the harm done to people rather than punishing the perpetrators. If a minor incident has occurred during the day, staff will work with those involved and come to a mutually acceptable outcome and get all parties to move forward in a positive manner. Such incidents do not require parental/caregiver notification. However, where ongoing inappropriate behaviour occurs and a resolution cannot be reached, parental/caregiver contact will be made by a staff member.

If parents/caregivers have a concern about a school related matter, an appointment needs to be made with a member of Leadership at a mutually convenient time. Please note that parents/caregivers cannot approach students to resolve an issue nor should they seek out other parents/caregivers within the school to resolve an issue.

Behaviour Flowchart



A Pathway for Feeling Safe and Respected

