



MARY IMMACULATE CATHOLIC PRIMARY EAGLE VALE

VISION STATEMENT:

Mary Immaculate School Eagle Vale is a Catholic School, a school of faith, a community of believers united in Christ. Gospel values of freedom, charity, respect and concern motivate our school community – staff, children, priests and parents, who together are united by our school motto –

‘CHRIST, OUR WAY AND LIFE’

Therefore, as a learning community and a community growing, we are committed to making Mary Immaculate School a place where love, compassion and reconciliation are evident and where, hope is real and practised.

MISSION STATEMENT:

The education offered at Mary Immaculate aims to develop knowledge, beliefs and practices of the Catholic Faith supporting at all times the Parish life of Mary Immaculate.

A common goal is shared between school and home. Together we seek to support each child’s development as a spiritually, physically, mentally, socially, emotionally and morally well adjusted individual.

We acknowledge that as individuals, children grow in different ways and at different rates. Our endeavour is to facilitate each child’s journey towards their fullest potential.

Inspired by the document issued by The Roman Congregation for Catholic Education (The Catholic School on the Threshold of the Third Millennium), Mary Immaculate is committed to:

- *affirm the dignity of the individual*
- *share in the Church’s mission by being part of the Catholic Community*
- *promoting our own cultural identity*
- *meeting the needs of all, especially those who have special or additional needs*
- *the wider community and Parish, offering and receiving service and resource*
- *our School’s role as one which fosters and nurtures education, leadership and current trends.*

It is this challenge in making Christ a reality to all, that will continue to motivate our endeavours.



SCHOOL SYMBOLS



THE CROSS:

Highlights the school badge. It is the traditional symbol of a Christian, a follower of Christ. It is a sign of both suffering and hope in the risen Lord, a symbol of faith.

“If anyone wants to come with me, he must forget himself, carry his cross and follow me”.
Matt. 16:24

THE COMMUNITY:

Symbolises our togetherness with our Parish community. The Holy Spirit is God’s gift to us to guide, direct and encourage us. “The Spirit’s presence (in the school community) is shown in some way in each one, for the good of all”
1 Cor. 12:7

THE RAYS OF THE SUN:

Our prayer is linked to Luke 1:35
“The Holy Spirit will come on you and God’s power will rest upon you”.

IMAGE OF MARY:

Represents Mary, Mother of God, our Mother and patroness of the school. Mary taught and protected Jesus. May she continue to inspire all those associated with this ‘faith community’ at Eagle Vale.

THE MOTTO:

‘CHRIST OUR WAY AND LIFE’ is central to the badge. ‘Christ is the foundation of the whole educational enterprise in a Catholic School’. The challenge to us as a school is to make Christ a reality to ourselves, the children, parents and local community. We are a school of faith, a community of believers united in Christ.

To live our Motto is to follow Jesus who said, “I am the WAY the TRUTH and the LIFE”.
Jn. 14:6-7



COLOURS:

The colours of the school are GREEN which symbolises vigour, youth, life, freshness and full of vitality and GOLD which often symbolises something precious, of worth, goodness and value.

RATIONALE STATEMENT

Mary Immaculate Primary School is a Catholic School established and growing as, a school of faith, and community of believers united in Christ. We believe that the challenge to us as a school, is to make Christ a reality to the students, the parents, ourselves, and the local community.

The document 'The Catholic School on the Threshold of the Third Millennium' emphasises the commitment we have of providing genuine experience of Church within the organic pastoral work of the Christian community. (cf#12)

STAFF

AIM:

Our aim is to assist parents in the formation and education of their children by providing a climate where they can grow – spiritually, morally, aesthetically, emotionally, socially, intellectually and physically - thus directing themselves towards the Christian integration of human persons who can effectively proclaim the Kingdom.

STUDENTS

AIM:

To develop the whole child through recognisable stages of development.

PARENTS

AIM:

To foster in the parents an understanding of their role as the first and foremost Christian educators of their children.

PARISH SCHOOL ENVIRONMENT

AIM:

To promote and develop personal and spiritual growth of the school community based on Catholic Doctrine within the parish.



STAFF – 2012

PRINCIPAL	MRS LUISA TOBIN
ASSISTANT PRINCIPAL	MRS LILLIAN DEL GIUDICE MRS ELIZABETH McGINNITY
RELIGIOUS EDUCATION CO-ORDINATOR	MRS ELIZABETH McGINNITY
CO-ORDINATOR 2 ICLT/ENGLISH	MRS VERONICA BAKER
COORDINATOR 2 IT SUPPORT & MATHEMATICS	MRS KRISTEN KING
COORDINATOR 1 SPB4L	MRS MEGAN KING
COORDINATOR 1 REVIEW COMMITTEE	MRS MOIRA BRYAN
COORDINATOR 1 CURRICULUM DEVELOPMENT	MISS TRACEY TINDALL
YEAR 6 GREEN	MRS SAMANTHA ROUSE
YEAR 6 GOLD	MRS NICOLE MORTIMER MRS KERRY HUGHES
YEAR 5 GREEN	MRS MEGAN KING
YEAR 5 GOLD	MRS ELIZABETH McGINNITY MRS TRACY NEW
YEAR 4 GREEN	MRS VERONICA BAKER
YEAR 4 GOLD	MISS TRACEY TINDALL
YEAR 3 GREEN	MRS KRISTEN KING
YEAR 3 GOLD	MRS KAREN THOMAS
YEAR 3 SUPPORT TEACHER	MRS ROSINA PERRIN
YEAR 2 GREEN	MRS CHERYL IRWIN
YEAR 2 GOLD	MISS ELIZABETH GLYNN
YEAR 1 GREEN	MRS JOSEPHINE THEUNISSEN
YEAR 1 GOLD	MRS MOIRA BRYAN
YEAR 1 BLUE	MISS JAIMIE SELVAGE
KINDERGARTEN GREEN	MRS TAMARA NEILSEN
KINDERGARTEN GOLD	MRS VIANNEY MAE
READING RECOVERY TEACHER	MR BRIAN O'BRIEN
LIBRARY	MRS SUE BRYANT
EXECUTIVE RELIEF	MRS SUE BRYANT
SENIOR SCHOOL SUPPORT OFFICER	MRS KERRIN HENRY
SCHOOL SUPPORT OFFICER - CLERICAL	MRS WENDY CHITTY



SCHOOL SUPPORT OFFICERS

MRS RITA DOWD
MR STEPHEN EDWARDS
MRS MICHELLE PETRUZZELLI
MRS MARIANNA STOJIC
MRS PATRICIA LIEW

GROUNDSPERSON

MR PETER McFADDEN

PARISH PRIEST

FATHER JOHN McGINTY OMI



ATTENDANCE AT SCHOOL

As an accountable organisation, we will maintain:

CLASS ROLLS:

Mark attendance daily in the manner described on the first page of the Roll, marking absences only. File absentee notes.

- **Attendance at School:**

By law, students are required to be at school each day the school is open. If a student is absent from school for any reason, a note explaining the absence must be forwarded to the school when the student returns. Each day the Class Teacher or relief teacher, must mark a Class Roll. This is a legal document that records the official attendance of all students in his / her class. If parents want to take their child out of the school for any period of time, a note to the Class Teacher explaining the circumstances, is required.

- **Absences:**

Parents are asked to provide a dated and signed note, **giving a satisfactory reason** for the student's absence. This should be sent **even when** a phone call has been made informing the teacher of the absence.

- **Partial Absences:**

No student will be allowed to leave during school hours without parental permission. Teachers are to keep Early Departure Notes (i.e. either hand written note from parent, formal Early Departure Note or Early Departure Note – Illness) on record with Rolls.

- **Late Arrivals:**

When students arrive late for school, a formal Late Arrival Note is given to the student which is to be signed by parents and returned to the teacher on the following day.

- **Changed Travel Arrangements:**

If for any reason the student is to be picked up by someone other than a parent or legal guardian, the school needs to be advised so that the teacher can be notified in advance. For an emergency a phone call (which needs to be confirmed) would suffice.

- **Custody of Students:**

The school must be advised in writing of legal and agreed custody arrangements.



HOMEWORK

Homework is seen as a vital part of the overall training process for students. It can assist in the development of disciplined study habits and be an effective way of revising and practising what has been learnt in the classroom. Homework, therefore, is complementary to the class programme and is planned to meet realistic academic needs. Students should complete homework four nights a week and occasionally extra time may be required for the completion of projects and preparation for assessment tasks.

TIME

As a general guide for students and parents, the following times are suggested for each Stage Level as a minimum of time:

◆ EARLY STAGE 1:	Kindergarten	as directed by the teacher
◆ STAGE 1:	Year One) Year Two)	15-20 minutes
◆ STAGE 2:	Year Three) Year Four)	20-30 minutes
◆ STAGE 3:	Year Five) Year Six)	30-40 minutes

Home Reading is part of nightly allocations
Parents are encouraged to monitor the completion of homework.

If a student is unable to complete homework a note from the parents needs to be returned to school.

Homework correction is the responsibility of the class teacher who will correct, sign, date and comment upon work.

Teachers need to put in place strategies for students who fail to complete their homework. When this becomes a consistent issue teachers are to notify parents.

NO HOMEWORK IS TO BE GIVEN ON WEEKENDS



COMMUNICATION

The Staff of Mary Immaculate values the contribution of all members of our school community. The following procedures are in place to ensure clear levels of communication within this community:

PARISH PRIEST

- meets with the Principal when necessary;
- meets regularly with the Religious Education Co-ordinator;
- attends Staff Meetings and Parent Meetings;
- attends school celebrations;
- oversees Sacramental collaboration between Catechists, REC and Teachers;
- liaises with REC and Grade Teachers for the purpose of Liturgical Celebrations;
- School Newsletter (School news and promotion of the Parish).

PARENTS

- weekly School Newsletter;
- Parent Information Evenings;
- formal Reporting via mid-year Parent / Teacher Interviews, Students' Learning Portfolios and end-of-year written Reports;
- parent / teacher meetings by appointment;
- parent involvement within the school;
- Parents and Friends Association and affiliated bodies;
- Class / Grade assembly.

STUDENTS

- Morning Assemblies, Kindergarten to Year 6;
- formal School Assemblies in the Hall. Classes will be rostered so that each class has an opportunity to present an aspect of class work. The Assembly will also be used as an opportunity to:-
 - ◆ Distribute Merit Awards.
 - ◆ Talk about various aspects of School.

In general the School Assembly is an aid to strengthening the sense of community within the school;

- School Captains liaising and working with students and staff;
- formal announcements at Afternoon Dismissal, over the PA.

STAFF

- weekly Staff Meetings for the purpose of discussing issues, professional learning;
- weekly Staff Communication Meetings;
- weekly Staff Newsletters;
- Emails, staffroom pinboards, whiteboard and catalogue files;
- Committee Meetings for which Minutes are taken (kept in Assistant Principal's Office);
- weekly Leadership Team Meetings;
- CEO – Director's Monthly Circular; Diocesan 'In School' magazine;
- communication in writing to parents, others and organisations need to be approved by Principal;

Please Note:

- All formal written communication from staff needs to be approved by the Principal.
- Interviews with parents are to be held at a mutually convenient time outside teaching hours.



ORGANISATIONAL PROCEDURES

ENROLMENTS

- The Diocesan Enrolment Procedure is applied at Mary Immaculate School.

SCHOOL FINANCES

FEES AND LEVIES

The main accounts will be a Tuition Fee Account, School Enhancement and Debt Servicing Obligation (SEDSO) and Resource Fees. The Bishop sets the annual tuition fees. These accounts are sent home to families in three instalments, February, April and July.

2011

◆ Tuition Fees	\$1170.00 pa – per family
◆ SEDSO	\$560.00 pa – per family
◆ Resource Fees	\$100.00 pa – per child

Excursions, performances, school sporting trips are **NOT** covered by tuition fees and are charged separately.

SCHOOL FINANCES AND BUDGETS

The Principal oversees all School finances. In assessing needs, the Principal establishes budgeting priorities and a plan for each year. Key Learning Area budgets are established each year. Committee facilitators assist in monitoring expenses and planning finances for their Key Learning Area. A budget is given to teachers for ordering class and teaching resources.



FIRST AID

SICKNESS OR ACCIDENTS AT SCHOOL

The following procedure will be used:

- * The School Secretary will contact the parents. If parents are unable to be contacted then:
 - the contact person nominated by Parent / Guardian will be contacted. If contact person is unavailable then;
 - the family doctor listed on the student's personal file will be contacted. If the doctor is unavailable then;
 - the school will take the necessary steps to ensure the well-being of the student.
- * The Supervising Teacher fills out the CCI Accident Book to document accidents when necessary.
- * Appropriate documentation is also completed if the accident involves a staff member.

FIRST AID

The school presumes that all relevant medical details are provided by parents on the 'Enrolment Forms' and updated annually on Student Information Sheet. A separate medical information form will be completed prior to overnight excursions. It is the responsibility of parents to advise the school of any change in information when this occurs.

As a general rule, only superficial First Aid will be administered.

On excursions, a teacher's discretion may need to be exercised.

DISPENSATION OF MEDICATION

- all medication should be administered at home if possible;
- paracetamol will not be administered;
- students with asthma are to keep and administer their own medication;
- no medication of any kind, other than bronchodilator puffer, is to be self administered by students;
- no medication will be dispensed to students without a current written authorisation form by parents available from the office. Details of dosage, time of ingestion, contact person and doctor in an emergency must be completed;
- the Principal is to be informed in all cases of students who require medication during the school day;
- the level of supply of a student's medication at the school is to be determined by the Principal with the parent / guardian;
- any medicines kept on the school premises are to be kept in an appropriately locked cupboard;
- medication taken on school excursions will be safe guarded by teacher;
- medical alert bracelets are permitted;
- staff are alerted to children with serious medical conditions through posters in staffroom.

