

St Mary's College

Junior School handbook



ST MARY'S
COLLEGE





SCHOOL BADGE AND MOTTO



ST MARY'S
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God is the Fountain of all Knowledge
Deus Scientiarum Dominus Est

HISTORY

The sandstone convent of St Mary's College was designed by the colonial architect Henry Hunter to sit astride a grassy rise commanding a charming view of Hobart Town. Today this iconic building, with its sandstone façade and dormer windows, looks across the modern landscape of city and port.

The original building was the first Presentation convent in Australia. In 1866, Bishop Daniel Murphy laid the foundation stone of the convent while he awaited the arrival of the intrepid band of Sisters.

After a short stay at Richmond, Mother Murphy and her Sisters were in residence at St Mary's by 1868. Amid great excitement in the town, the little school of Mount St Mary's received its first pupils on 3 February 1868.

From this small, hopeful beginning grew St Mary's College as we know it today.

A respected and flourishing educational institution, it has nurtured the spiritual, cultural, academic and sporting lives of many thousands of students over three centuries.



FROM THE PRINCIPAL

Dear parents, carers and students,

Whether you are joining us for the first time or returning to St Mary's, welcome to the SMC Community. Wherever you are in your schooling journey, we hope that this year will be a successful one for you.

This booklet contains information to assist you in exercising your responsibilities as a student, parent or carer in the St Mary's community.

As a Catholic College, we focus on being leaders in curriculum, learning and teaching, while working closely with our students and their families. It is our responsibility to offer a diverse range of subjects and cocurricular opportunities and tailor the curriculum to ensure that each student is equipped for the career that they choose.

The curriculum includes an evidence-based literacy and numeracy program, a wide range of arts and science related subjects, and many opportunities for involvement in sporting and cultural activities. Specialist subjects include Music, Choir, Materials and Design, Library, Chinese and Physical Education.

The College's Kindergarten to Year 12 model is one of our greatest strengths, providing a seamless education as well as the opportunity to forge strong relationships with students and their families.

Students, with all of these things in place, I know that your primary schooling at St Mary's College will be productive, challenging and enjoyable.

I wish each one of you success. You are a part of a new chapter in the history of St Mary's College and we look forward to sharing this with you.

Regards,



Damian Messer
Principal





WELCOME TO JUNIOR SCHOOL

The purpose of this booklet is to give a broad overview of the Junior School program. Attention is given to daily routines, school organisation and information relevant to parents, carers and students from Kinder to Year 6.

Our aim in the primary years is to nurture our students into being confident and caring citizens that belong to a rich and supportive Catholic community that is growing their love of learning.

I look forward to working with families during the year and warmly invite parents and carers to meet with me to discuss their child's education at any time.

Brigid Knight
Director of Junior School

JUNIOR SCHOOL LEADERSHIP TEAM

Principal

Damian Messer

Director of Junior School

Brigid Knight

Deputy Directors of Junior School

Ali Canning and Sarah Clark

Learning Leader of Religious Education

Ruth Prichard and Annie Jordan

Learning Leader of Year 3-6

Ali Canning

Learning Leader of Kinder-Year 2

Jaqueline Hanstein

Setup for Success Coordinator

Meg Kitchen

Learning Leader of Lantern

Julia McCullough

OFFICES

The Junior Administration Office and the Director of Junior School's Office are located on the ground level of the Junior School building.

Reception is located on the ground floor facing the Brisbane Street entrance. Parents and carers coming onto school grounds are required to sign in at Reception.

The Principal's Office is located at the front of the Convent building. If you have an appointment with the Principal or Director of Junior School please go to Reception, where Student Services will notify the relevant staff member of your arrival.

DAILY ROUTINES

Classrooms are open from 8.30am. Classes commence at 8.45am.

Kinder Wallabies	8.45am – 2.45pm (Mon, Tues, Wed)
Kinder Platypuses	8.45am – 2.45pm (Wed, Thurs, Fri)
Prep to Year 6	8.45am – 3.00pm (Mon-Fri)

Kinder classes are dismissed at 2.45pm and Prep classes are dismissed at 3.00pm. Kinder and Prep students are collected from their classroom. When Years 1-6 students are dismissed at 3.00pm, they wait to be collected in the courtyard area opposite the Year 1 classrooms. Supervision is carried out until 3.20pm and any students who remain after that time are taken to Student Services. No student is left in the schoolyard unattended.

CATHOLICCARE OUTSIDE SCHOOL HOURS CARE

The College is fortunate to have on site Outside School Hours Care provided by CatholicCare Tasmania. Full details of this service can be found on our website or by contacting CatholicCare Children's Services.

To make enquiries, check availability and register your interest please contact CatholicCare Before School Care on 1300 119 455 or via www.catholiccaretas.org.au/programs/st-marys.

RELIGION

The Catholic faith underpins all aspects of school life. It provides the foundation on which we base decisions about our behaviour and is a constant source of strength and comfort.

The faith development of our students is enhanced by a rich, meaningful and relevant Religious Education (RE) program. It includes daily class prayer, weekly prayer services in the College Chapel or the Cathedral and Religion lessons. We celebrate the Eucharist at regular intervals during the year in the Cathedral.

Our RE Coordinator meets regularly with class teachers to plan and review the Religious Education program.

PRESENTATION VALUES

The Presentation values of Respect, Responsibility, Relationships and Resilience are explicitly modelled and taught in the Junior School. These keystones of social interaction continue to be recognised and rewarded through to Year 12.

CURRICULUM

The St Mary's College Junior School provides a caring, supportive environment that enables students to learn according to individual learning styles, strengths and readiness.

The curriculum is underpinned by the core values of responsibility, achievement, resilience, creativity, equity and integrity. These values are fostered in light of our Catholic Christian ethos.

The Australian Curriculum, Good News for Living (Catholic Religious Education Curriculum) and the Early Years Learning Framework informs what is taught in the Junior School. Our program reflects the direction of education both nationally and internationally.

Literacy and Numeracy are addressed across the curriculum. Learning Support/ English As a Second Language/Dialect education, teacher assistants and a volunteer help program are in place to support individual literacy and numeracy needs. An extension program provides enhanced educational activities for students in Prep-Year 6. The combined support and extension provision is known as the Lantern Program.

Specialist teachers provide expertise in Music, Library skills, Physical Education and Chinese. Children have one lesson per week in each of these learning areas. Students in Kinder-Year 2 have an additional lesson each week to develop their gross motor skills. Wherever appropriate, specialist teachers work to complement the classroom program.

Staff undertake regular professional development and moderation opportunities across a range of curriculum areas, both internally and externally. Teachers meet regularly to plan and review all aspects of the curriculum and programs delivered at St Mary's College.



Respect
Responsibility
Relationships
Resilience



PHYSICAL EDUCATION (PREP–YEAR 6)

Students will be advised in the first week of school what day their Physical Education lessons will be for the year. They wear their PE uniform, with track pants, to school on that day. A daily PE program of physical activity is led by our Year 6 students each morning.

Students are encouraged to participate in team sports including netball, hockey, soccer, basketball and softball. Information about what is offered each term is available on the College website.

MUSIC

In addition to weekly Music lessons, students in Year 5 have choir and students in Year 6 have band. Year 3 and 4 students also have choir on a rotational basis.

Individual music tuition provided by private tutors is available for students. Enquiries about tuition can be directed to the Music Teacher.

ASSESSMENT AND LEARNING CONFERENCES

Within the first month of the school year commencing, parent and carer information evenings are held for Prep-Year 6 parents and carers. The date for these events will be advertised in the newsletter and on the online College calendar. These meetings provide a valuable overview of the year ahead and focus on Year specific information, curriculum, classroom expectations, homework, teaching approaches, technology and school routines.

Kinder-Year 2 teachers will regularly post some samples of individual learning via Seesaw. In Years 3-6 this is completed in SEQTA. Detailed information about this online feedback will be presented at class meetings, parent and carer information evenings and on our website.

Individual Learning Conferences will be held early in Term 1. These meetings are designed for information sharing between home and school as students launch into the new academic year. Parents and carers are invited to share any relevant information or ask clarifying questions with their child's classroom teacher.

Learning Conferences will also be held after reports have been issued in July. In Years 5-6 students also attend these meetings.

A final report and optional parent/teacher meeting opportunity is provided in December. Parents and carers are also encouraged to discuss any concerns relating to their children as the need arises.

HOMEWORK

All students from Prep-Year 6 are actively encouraged to read every day to an adult. Parents and carers are also encouraged to read to students to promote literacy development throughout the Junior School years.

Homework may be set for students in Years 3-6 on Monday to Thursday; there will be a focus on developing literacy and numeracy skills.

Some home tasks may take the form of preview learning. This means that students may be encouraged to watch videos, do readings or have conversations about upcoming topics. The idea behind this type of homework is that your child can come to class with some recent prior knowledge and that this will enhance their ability to learn during lesson time.

Homework time should never be arduous or difficult. Please communicate with your child's teacher if any homework requirements are cause for concern.

Students in Years 3 and 4 are expected to spend no more than 20 minutes completing homework on any given day, and for Year 5 and 6, 30 minutes.

JUNIOR SCHOOL LIBRARY

The Tom Dorey Student Resource Centre is open from 7.30am – 4.00pm each day. Students are able to use the library during weekly library periods, some lunchtimes and at other times with permission from their Class Teacher. Parents and carers are also encouraged to visit the library.

Borrowing procedures

Students can borrow books during their weekly library period and are allowed a specific number of books at one time. If a book is lost or damaged a replacement fee will be charged.

Kinder-Year 2 students borrow for a weekly period.

Years 3-6 usually borrow for longer periods, with consideration given to extra borrowing for specific learning tasks.

BOOK CLUB

Scholastic Book Club sells a range of children's books for various age groups across the Junior School. Catalogues are sent home several times a year and any purchases can be made only through their online ordering system. Books are then delivered to the College for distribution. A points scheme enables our Librarians to make discounted purchases of books for the College.

NEWSLETTER

The College newsletter, *The Fountain*, is sent to parents and carers by email every second Wednesday. *The Fountain* contains important information about the running of the College, key dates and upcoming events. All newsletters are archived on the College website at www.smc.tas.edu.au in Key Information then Publications.

STUDENT LEADERSHIP

We believe that each student in Year 6 has the capacity to lead, and that it is worthwhile for all Year 6 students to be involved in leadership activities. These include Leaders of the Junior School, Sports House Captains and Deputies, Year 6 Parliament, Daily PE, Prep Buddies, Classroom Councillors and fundraising activities.

Throughout the year, as many opportunities as possible are given for the Year 6 students to take on the responsibility of being leaders in the Junior School.

Our Year 5 students commence their leadership journey as Kinder Buddies.



SCHOOL DIARY

Students in Years 5-6 have a College diary to list homework tasks and any relevant messages. Student guidelines are printed in the College diary. This should be read by parents and carers and discussed with their child. The diary is an important communication link between home and school and its use by parents and carers and students is strongly encouraged.

MOBILE PHONES AND IPADS

If students in Years 3-6 need to have a mobile phone, they may bring one to school with permission of their parent and carer. Phones and iPads must be in the student's bag once they enter the school grounds. Phones are stored securely during the day by the teacher and returned to the student at 3.00pm. Please do not contact students directly via their iPad or phone during the school day. If you need to send a message, please contact Student Services on 6108 2560.

ASSEMBLIES

Students in the Junior School gather at the start of each week to celebrate birthdays and student achievements. More formal assemblies are held three times a term in the Nagle Centre. Information about class involvement will usually come home through a message from the class teacher and parents and carers are most welcome to attend. Prep-Year 2 students also attend Early Years assemblies throughout the term to share and celebrate their successes.

WAYS TO BE INVOLVED

Parents and carers are encouraged to be involved in the school life of their child at St Mary's College. This may include visits on special occasions (such as Junior School assemblies, fundraiser events, performances, etc.), or through parent help opportunities in the classroom, excursions and sporting carnivals. It is a requirement that all volunteers hold a Working with Vulnerable People Registration (WWVP) and sign in at our School Reception. A WWVP can be obtained through www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/.



ABSENCES

Parents and carers are asked to notify the College as early as possible if their child is absent or will be late to school, and they have the option of communicating that information by phone to Student Services on 6108 2560 (open from 8.00am), SMS on 0437 996 701, email stmarys@smc.tas.edu.au or complete the 'Report an absence' form on the website, www.smc.tas.edu.au. Unexplained absences will be followed up.

If a student becomes unwell during the day, parents or carers will be contacted and asked to take their child home.

Parent and carer phone numbers will be collected with other information at the start of the year. If there are any changes to contact details please notify the College as soon as possible. Medication supplied from home will be administered only after a completed medication form has been given to the class teacher.

APPOINTMENTS

If it is unavoidable that a student needs to leave school during the day for an appointment or any reason, please let the class teacher know through a note (email, Dojo/Seesaw or the student diary). Early Years students are collected from the classroom and then signed out. Years 3-6 students are to be either collected from class or meet their parent or carer at Student Services. Parents or carers will then be required to sign them out of the College at Student Services. If returning to school after an appointment, please sign your child back in.

TRAVEL

We understand that occasionally opportunities arise that will mean students miss out on periods of school due to travel experiences. Teaching in classrooms happens in a diverse range of ways and teachers utilise a variety of teaching strategies to cater to different learning needs within the classroom. There is not a way to replicate this teaching for students on holiday. We recommend that students maintain a travel journal with their family and continue with good reading habits during their time away. Families may also choose to continue with any online program being used in a particular class and maintain currency utilising SEQTA Engage.

Parents and carers are required to notify the school of travel taking place during term time by emailing stmarys@smc.tas.edu.au and addressing the email to the Principal. Parents and carers are also asked to please email the class teacher.

WELLBEING COACH

We have a Junior School Wellbeing Coach who supports the Junior students. If your child is finding difficulty in coping with any of life's challenges (it does not have to be a school-based problem) they may benefit from talking to the Wellbeing Coach.

If you would like to make contact with our Wellbeing Coach please phone the College. Your child can also approach the Wellbeing Coach in person or via email, or talk to their class teacher about an appointment. Parents and carers of Junior students are always phoned prior to a child engaging in counselling.

MOVE WELL EAT WELL

The Junior School is an accredited Move Well Eat Well award school and we aim to promote the benefits of healthy eating and physical activity on a daily basis. Children are only allowed water in their drink bottle and should bring serves of fresh fruit and vegetables in their lunchbox every day. We request you do not send chips, chocolates or sweets to school.

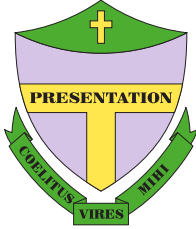
MURPHY'S CAFÉ

Our school Café is committed to sustainability, healthy choices and recycling. This supports our Move Well, Eat Well focus. The Café operates each day for lunch orders. Lunch orders must be submitted daily by 9.30am.

Parents and carers can make a lunch order for their children through the Qkr! app or in the classroom. Updated café price lists are available each term on our website.

HOUSE ORGANISATION

Students at St Mary's College are allocated to a House in Prep. The four Houses used for sporting competitions are Presentation (yellow), Nagle (green), Manresa (blue) and College (red).



MIDFORD UNIFORM SHOP

The Uniform Shop is located under the Junior School classrooms at the Brisbane Street entrance to the College.

164 Harrington Street, Hobart, Tasmania 7000

Telephone: (03) 6108 2572

Email: st.marys@midford.com.au

Manager: Kim Abel

A full copy of our uniform guidelines and the opening hours of the store can be found on our website.

The shop is open from 8.00am – 4.00pm on Tuesdays and Thursdays during term time. Midford extends its open hours during January so uniform can be tried on and purchased for the coming school year.

It is recommended that appointments are made with Uniform Shop Manager, Kim Abel to ensure you have the time to discuss the uniform options.



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DIGITAL TECHNOLOGY

Digital Technology in the classroom provides another avenue for student engagement with learning. Teachers focus on integrating technologies into their lessons in meaningful and relevant ways. Building digitally literate and responsible students is an important part of our holistic education.

Students from Kinder-Year 2 have access to school provided iPads in the classroom. Students in Years 3-6 bring their own iPad to school. Students and parents or carers must sign an Acceptable Use Agreement at the start of each year and in Years 3-6 an additional modified agreement at the start of Term 3. We are very aware of the serious nature of cyber security and cyber awareness in the formative years.

CURRICULUM

The Australian Curriculum includes an Information and Communication Technology (ICT) capability which underpins all learning. This capability includes investigating with ICT, communicating with ICT and creating with ICT. The Australian Curriculum includes Digital Technologies which more specifically aims to develop the knowledge, understanding and skills to ensure that, individually and collaboratively, students can design, create, manage and evaluate sustainable and innovative digital solutions to meet current and future needs. A wide range of technologies will be used in all classrooms.

SELECTION OF IPAD

The iPad has been chosen because of portability, ease of use, cost, weight, battery life and its strong reputation in schools. The use of the same type of device across a class of Junior School students is beneficial in terms of management and teacher collaboration.

SPECIFICATIONS

Students will require an iPad with 32GB or greater of storage and an Operating System iOS 15 or greater. More details can be found on the school's website: www.smc.tas.edu.au/learning/technology/.

Not suitable for the Junior School BYOD Program: iPad mini or iPad Pro 12.9 inch.



YEARS 3-6

STARTING THE YEAR

We ask that students do not bring their iPad on the first day of school.

Teachers will notify students of a suitable day in the first week when support will be given for the iPads to be set up on the school network if not already done so.

SETTING UP THE IPAD

Detailed instructions on setting up the iPad with an Apple ID are on the website www.smc.tas.edu.au/learning/technology/tech-guides/.

DAMAGE

Protocols are put in place to ensure the safety of the devices at school and can be viewed on the FAQ page on the website. However, ultimately the responsibility for the devices lies with the students.

APPS

The College has a management system in place for apps. This allows set up for delivery for specific apps required for students. Instructions and directions for accessing specific apps requested by classroom teachers will be sent home towards the end of the year for students moving to Year 3 or for new students in Years 4-6. Some of these apps may be paid apps.

Whilst students may have permission from parents or carers to download apps other than those used at school, those apps are not to be used during school time. If a student runs out of space on their device due to a personal app, they will be required to make space by deleting non-educational apps to allow the device to be used for educational purposes.

SUPPORTING APPROPRIATE HOME USE

Students, parents and carers will be given User Agreements to discuss and sign at the start of the year. Some of the recommendations put forth in the document for parents and carers include:

- parents or carers are in charge of the iPad
- iPads to be used in a common area, not a bedroom
- limit time spent on devices

Many useful resources about managing technology usage, cyber bullying and safety online can be found on the eSafety website www.esafety.gov.au/esafety-information.



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LEARNING ENGAGEMENT FRAMEWORK

Our Learning Engagement Framework outlines an aspirational vision for St Mary's College. For our girls to be savvy young women, articulate problem-solvers, creative thinkers and successful learners who confidently build their futures, we need to create an educational environment centred around engagement; and behavioural, emotional and cognitive development.

When our girls are engaged on these levels, they are more likely to exceed academically, build close connections with their community and have a more positive sense of social and emotional wellbeing. Our specific areas of focus and key teaching strategies are embedded in each Element – Inspire, Learn and Grow.

A FRAMEWORK FOR LEARNING ENGAGEMENT

Inspired by the Presentation charism, our vision is that St Mary's College offers a dynamic environment in which young people can fulfil their spiritual, academic and personal potential.

Our Framework for Learning Engagement illustrates the way we:

INSPIRE We are thinkers and learners together – students, teachers, and our families.

LEARN We value knowledge, learning, and collaboration. We work together to explore innovative ideas and identify new possibilities.

GROW We build partnerships based on a shared understanding of community, learning, wellbeing, and our Presentation values.





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ABN 70 118 296 643