

**MEL MARIA
CATHOLIC
PRIMARY SCHOOL**

**PARENT
INFORMATION**

Our Vision

The community of Mel Maria Catholic Primary School strive to provide an environment for learning based on the Gospel values of **Justice, Respect, Compassion and Service.**

We aim to fulfil our vision of:

‘Excellence in Catholic Primary Education.’

Mission Statement

It is our aim that Mel Maria Catholic Primary School be part of an accepting community, an authentic Catholic school, where the ideals of Catherine McAuley – justice, respect, compassion and service to others prevail and where all learning is a joy to be experienced in an educational community questing for excellence.

About Our School

Mel Maria is a co-educational Catholic Primary School comprised of two Campuses.

- 1. St Joseph Pignatelli, Attadale**
Pre Kindergarten to Year 6
- 2. Pater Noster, Myaree**
Pre Kindergarten to Year 6

Mel Maria Catholic Primary School endeavours to fulfil the motto of the school.

“Unity is Strength”

The spirit of unity, friendship and love that prevails at Mel Maria has been developed over many years through sharing in our common values, experiences and commitment. Our strength lies in the active support by all for these shared values, experiences and commitment within the community thereby providing the nurturing environment that promotes the growth of each and every child within the school.

Principal:	Mr Paul Hille
Assistant Principals:	Mrs Ros Nichols SJP Campus Mrs Joanne Scouler PN Campus
Mailing Address:	33 Davidson Road Attadale WA 6156
Telephone:	6330 0500 SJP Campus 6330 0550 PN Campus
Email:	admin@melmaria.wa.edu.au
Website:	www.melmaria.wa.edu.au

School Times

Year 1 – 6	8.45am – 3.00pm
Recess (PP-Year 6)	11.00 am – 11.20am
Lunch (PP-Year 6)	1.00 pm – 1.45pm
Pre Primary	8.45am – 3.00pm
Kindergarten	8.45am – 2.50pm
Pre Kindergarten	9.00am – 2.50pm

Parish Information

Mel Maria Catholic Primary School is serviced by the priests and deacon of the parishes of Myaree and Attadale.

St Joseph Pignatelli	Fr Don Kettle	6181 5020
Pater Noster	Fr Joseph Lee Deacon John Kiely	9330 3584

School Board

The Mel Maria Catholic Primary School Board is responsible for the financial administration of the school, and is accountable to the Catholic Education Commission of WA (C.E.C.W.A.)

Board Membership

- Priest of the Region (ex officio)
- Principal (ex officio)
- Assistant Principals
- 6 Elected Members
- P & F Representative
- Representative of the Parish Council, St Joseph Pignatelli
- Representative of the Parish Council, Pater Noster

Each year the Annual School Community Meeting is held in November. At this meeting the School Board presents a report on its operation and the financial position of the school. Election of members for the following year takes place.

Parents and Friends Association

All parents are members of the P&F Association and are encouraged to take part in monthly meetings, social and fund-raising functions. The P&F is responsible for fund raising to provide teaching aids and amenities and to encourage parent involvement thereby creating a sense of community.

School Fees

The School Board reviews and sets annual fees for the following year at the Annual School Community Meeting in accordance with recommendations from the Catholic Education Office.

In February an account is issued to all families detailing the total fees for the year. On receiving school fee statements families will be given payment options to select from which will ensure that accounts are paid in total by the 30th September.

Any family experiencing financial hardship or is or unable to pay fees, is requested to make an appointment to see the Principal to discuss the matter.

Parents are obliged to give a full-term notice in writing of their intention to remove a child from the school otherwise a full terms fees may be charged.

School Nurse

A School Health Nurse regularly visits the school. Vision and hearing tests are routinely conducted along with general health examinations.

Student Medication

Ideally student medication should be administered by the parent/guardian at home in times other than school hours. For short term administration of medication, a written note with clear instructions and signed by a parent is required.

Application Forms requesting staff to administer on-going medication to students is available from the Administration Office on each Campus. Once completed these forms are forwarded to the Principal who will authorise staff to administer medication in accordance with Doctors instructions.

Dental Clinic

The Attadale Dental Therapy Clinic provides a service for Mel Maria Catholic Primary School and can be contacted on 9330 5876

Allergies

A number of children at Mel Maria suffer severe life-threatening allergic reactions (Anaphylaxis) to nuts and bees. Consequently, we endeavour to keep our school free from nuts. Parents are requested not to send to school any foods containing nuts or by-products of nuts in snacks or lunches. Emergency Action Plans must be given to the school by the parents/guardians of any child suffering from severe allergies. The child's teacher and the school office require copies.

Parking and Driving Etiquette

We ask that parents exercise extreme care and caution when driving in and out of both Mel Maria Campuses. Please be considerate at all times when dropping off and picking up. Do not park or leave your vehicle unattended in the Drive-Thru areas or park on verges. Please do not park in the Staff car park bays. School drop off and pick up times are very busy, and we ask that

you practice patience and courtesy to ensure the optimum safety of all our children.

***Please observe reserved and no parking signs on all Campuses.**

St Joseph Pignatelli Campus

1. The SJP car park on the corner of Davidson & Galloway Streets is **strictly for staff, canteen helpers and parent volunteers in the school between 8.00am to 4.00pm on school days.**
2. The lower car park near the corner of Galloway and Wichmann Roads and including the car park near the Bourhill Hall is available for parking.
3. **In the morning** parents may park along Galloway Street and walk their child to the classrooms.
4. **In the afternoon** the setback parking area on Galloway Street is reserved for parents waiting to use the Drive Through to collect their child. **Parents may not park in this area and leave their vehicle.**
5. Parents wanting to park and collect their child are requested to park in Davidson Road and the lower car park near the corner of Wichmann and off Galloway Street. Parents are also invited to use the ample parking space near the Bourhill Hall.
6. Families who use Drive Through must display a Family name label for their car sun-visor. This can be displayed by attaching with elastic bands or clips of your choice. Duty teachers must be able to clearly see the label.

Please Note

St Joseph Pignatelli

In the afternoon, Early Childhood parents are requested to avoid using the parking bays in Galloway Street and Davidson Road but alternatively to make use of the ample parking adjacent to the Bourhill Hall. **The entrance to this car park is off Wichmann Rd.**

1. The Junior Drive Through caters for PP through to Year 3 and is located off Galloway Street.
2. The Senior Drive Through caters for Year 4 – 6 and is located off Wichmann Road opposite the church and the Bourhill Hall.

Pater Noster Campus

1. It is recommended that Kindergarten and Pre-Primary parents use the North Lake Road car park.
2. Year 1 to 6 families may use the Evershed Street car park facilities. We encourage families to use the Drive Through system that operates each afternoon from 3.10pm.
3. Families who use Drive Through may obtain from the office, a Family Name Label for their car sun visor.

At All Times

Parents are requested to **refrain from parking on road verges, not to double park** and to always be mindful of our neighbours.

Smoking

As the school is a smoke free zone smoking is not permitted on school grounds.

Animals

Animals are not permitted within the Mel Maria grounds at any time, unless:

- a teacher's prior approval has been obtained; or
- the animal is a dog that assists persons with disabilities.

Bicycles

Bicycles must be walked across crosswalks and within the school grounds. The Police Department states no child under ten years of age should ride on the roads.

Accidents/Sickness

If your child is involved in an accident or becomes ill at school, the staff will make every effort to contact you or your emergency contact person (who should have a car). If the matter is urgent and you are unable to be contacted, medical treatment will be sought. For this reason, it is **most important** that the school be kept up to date with your current:

- a) address
- b) telephone number
- c) place of employment
- d) emergency contact number
- e) email address

Homework Policy

A homework policy is available on our School Website.

Booklists

Booklists for the coming new school year are distributed on Orientation Days for new students and via the classroom teacher during Term 4 for current students. Books are supplied by “Campion” and the collection date, place and time is shown at

the top of the book list order form. Booklists may also be ordered online and include a home delivery service.

School Canteen

Both our campuses operate a canteen service on the following days during term:

Pater Noster Campus: Tuesday & Friday.

St Joseph Pignatelli Campus: Monday & Thursday

Ordering from the canteen may be done by using the Qkr App - a free app, that may be downloaded on to your device from the App Store. Qkr Masterpass (Mastercard) will appear and it is a simple process to select Mel Maria and follow the prompts when entering your details. It is very important to include you child's correct Campus and class cohort.

For example: *Pater Noster Year 6 Red*.

Check that you have your child in the correct class. *e.g Year 2 Red*.

When your order is complete you will receive a confirmation email and a receipt number. (Remember to press confirm in order for this to occur.) If you do not receive a confirmation email you have not ordered successfully, so please check.

It is important before the start of a new school year to edit your child's Qkr App details to ensure your child is in the correct year level. E.g. Bill Green is in Year 2 Green in 2019 so this will need to be manually altered to read Year 3 Red 2020. The Qkr App does have a cut off time of 9am on the morning of canteen. After this time orders are unable to be processed.

Support the school canteen by volunteering to place you name down on the parent help roster which is kept at your campus office. All help is gratefully accepted. Throughout the year the canteen runs special days where lunch time specials are offered.

On these days the canteen will advertise the dates and what is on offer. E.g. Sausage in a bun and a drink \$6. You may order for Special Days using the Qkr App. Always remember to check the newsletter or emails for information on Special Days and Qkr App cut off times.

Music

All students participate weekly in classroom Music lessons. Instrumental Music lessons are offered to SJP and PN children from Years 3 – 6. Enrolment forms are available from the school website and from the school office.

Japanese

Japanese classes are held weekly during school hours for Years 3 to 6.

Swimming

Swimming lessons are an integral part of the Physical Education program and lessons are conducted by trained swimming teachers. A charge for swimming is added to the account for fees.

Communication

- During the school term a *School Newsletter* is published and uploaded to the School website each Tuesday afternoon before 5pm. Parents may access the school website by logging on to www.melmaria.wa.edu.au and going to the Parent Portal. You will require a SEQTA LOG IN. Please contact the school office if you do not have a login.

- It is important to **keep the school updated with a current email** address as many important communications to families are delivered electronically.
- A **Calendar** containing all important dates is also placed on the website at the beginning of each term. Inevitably changes to the calendar do occasionally occur, so **check your weekly newsletter for updates.**
- **Reports** online are available at the end of each semester.
 - Years PP-6 receive a written report on the child's progress mid-year and in December.
- **Parent Teacher Interviews** are conducted near the conclusion of the first term. Parents attend a compulsory interview to discuss their child's progress. Additional meetings may be arranged at any time when requested by either the teacher or parents.
- **Teacher Contact** – Contact regarding matters such as pupil absence do not require teacher appointments. (*refer to absentee information.*)
- Call the school office to arrange an appointment with teachers, Principal or Assistant Principals for concerns regarding your child or other school related issues. To do this you may:
 - email the staff member or alternatively telephone or email the school office. admin@melmaria.wa.edu.au
 - **Telephone: SJP Campus 6330 0500 PN Campus 6330 0550**

- It is requested that contact with teachers before school be kept to an absolute minimum as during this time teachers are making final preparations for the day. The best time for appointments is after 3.10pm.

Staff may also be contacted via email. All staff have the following email address @cewa.edu.au.

The Christian name and surname are used consecutively with a full stop between. E.g. bob.green@cewa.edu.au

- **Principal Contact** – Parents are encouraged to contact the Principal on any matters of concern. It is advisable to make an appointment by contacting the school office.
- **Complaints** should be referred initially to the teacher then to the Principal if the matter is not resolved.
- **Notes and monies** sent to the school should be enclosed in a labelled envelope showing the name of the child, campus, class and purpose. These should be handed to the class teacher for forwarding to the office. Payment using a credit card may be done through your Campus office.
- **Payment of fees** may be made by using the BPay option, details of which may be found on the school fee statement. Alternatively, fees may be paid through BPay or by direct debit using the school bank details, which are available from your school office.
- **Assemblies, Masses, Prayer Services** are announced in the school newsletter. A short summary of the Religious Education program in each grade is sent home every term.

Excursions

Permission forms are sent home prior to excursions and parents are requested to sign the form promptly and return it with their child. Parents are free to withdraw their excursion permission for medical reasons at any time, but this must be put in writing and addressed to the classroom teacher.

Phone Communication on both Campuses

Pater Noster parents may call their Campus directly on

6330 0550. If a parent initiates a direct call back after a missed call from Pater Noster Campus, the call immediately diverts to the St Joseph Pignatelli Campus school number of **6330 0500** which is answered by St Joseph Pignatelli Campus administration.

When Pater Noster families notice a missed call from their Campus it would be more efficient to go to your contacts and call Pater Noster Campus directly, rather than the need to wait for the call to be put through to Pater Noster Campus via St Joseph Pignatelli Campus.

Absentee Reporting

Parents will receive an SMS message only if their child has been marked absent with no explanation.

At times the SMS message may have gone out before the teacher has had an opportunity to read emails and to resolve the absence. If you know you have already sent an email to the teacher regarding your child's absence on the day, please disregard the SMS message that you receive. Parents may call the school office on the direct numbers above to notify of their child's absence and should do this preferably before 9am.

The office will resolve your child's absence accordingly, however a follow up email to your teacher should also be sent.

Lost Property

Lost property tends to accumulate on both Campuses. We ask that parents encourage their children to check lost property themselves if they lose items of clothing, lunch boxes and water bottles. If uniforms are unnamed and unclaimed, they are sent to the Uniform Shop to be sold. The importance of clearly labelling uniform items cannot be stressed enough. Lost items can be returned directly through the classroom if they are labelled clearly. Please do not let children wear valuable jewellery items to school.

Uniform Requirements

The uniform is available from the **Mel Maria Uniform Shop located on the Pater Noster Campus**. Normal
Opening hours: Wednesday 8.00am - 10.30am

Girls Summer Uniform

- Summer Dress/Green & White Check
- Black Lace Up Shoes /Mary Janes
- Years 1 – 4 may wear brown sandals
- School Hat
- Red white or green hair ribbons
- Mel Maria green school bag

Girls Sport Uniform

- Faction Sport Top with School Crest
- Red Shorts
- Green Tracksuit
- White socks with red and green stripes
- White Sport Shoes

Girls Swimming Requirements

- Black Bathers
- Swim Cap – faction colours

Girls Winter Uniform

- Winter Skirt
- Long sleeve White Shirt
- Tie
- Black Lace Up Shoes /Mary Janes
- Ankle length white socks or black tights
- Bottle green jumper with red stripes on neck and cuffs

Boys Summer Uniform

- White Shirt with red logo
- Grey Shorts
- Black lace up shoes
- Grey socks
- Years 1 – 4 may wear brown sandals
- School Hat
- Mel Maria green school bag

Boys Sport Uniform

- Faction Sport Top with School Crest
- White socks with red & green stripes
- Green Shorts
- Green Tracksuit
- White Sport Shoes

Boys Swimming Requirements

- Black Jammers/sun vest optional
- Board shorts are NOT acceptable

Boys Winter Uniform

- White Shirt with Red Logo
- Grey Shorts or Grey Long Trousers (NO jeans)
- School Tie
- Bottle Green Jumper with red stripes on neck and cuffs
- Grey Socks
- Black Lace Up Shoes

HATS

We are a Sun Smart School! Hats are compulsory throughout the year.

HAIR

Girls with shoulder length hair and longer, must wear it tied back, and long fringes should be clipped back.

No colours (temporary or permanent)

Ribbons, headbands and scrunchies must be red, green or white.

Boys are to wear their hair short and neat.

ACCESSORIES

Rings, bracelets, bangles, nail polish / make-up are not part of the uniform and must **not** be worn.

The following is permitted:

Necklace – gold or silver carrying a cross or holy medal.

A watch.

One matching pair of plain silver or gold sleepers or studs – one in each ear lobe. (Single earrings are not permitted).

Coloured stones are not permitted.

Please clearly label all uniforms with your child's name and campus. *E.g. John Smith PN*

We look forward to working in partnership with our families in our quest for educational excellence where we instil the Catholic ideals of Catherine McAuley – Justice, Respect, Compassion and Service to others.