

# Parent Information Booklet



**MEL MARIA**  
CATHOLIC PRIMARY SCHOOL



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*#MakingADifferenceEveryday*

*EXCELLENCE IN CATHOLIC PRIMARY EDUCATION*

# WELCOME FROM THE PRINCIPAL

Dear Parents,

At Mel Maria Catholic Primary School, our fundamental belief is rooted in the profound understanding that each child is a cherished gift from God, imbued with unique talents, gifts and abilities. It is our honour and commitment to foster an environment that not only values, but celebrates, these individual traits, allowing every child to embark on a journey of wonder and discovery within our world.

The phase of primary education that your child is about to embark upon holds immense significance, both in their personal development and within the fabric of your family. Our collective vision for our school is one where:

- Children are granted the privilege of a high-quality Catholic education.
- Children are guided towards an awareness of and appreciation for God's love tailored for them as distinct individuals.
- Children are invigorated and challenged by a comprehensive and engaging curriculum.
- Children are instilled with a desire for learning, striving to attain their utmost potential.
- Children's unique needs are met to the best of our capabilities.
- Children are embraced by an atmosphere that thrives on mutual trust and cooperation among every member of our community.

- Children are exposed to and partake in positive and collaborative interactions between parents, teachers and students.
- Children cultivate an understanding and respect for culture in all its forms.
- Children are encouraged and actively engaged in a healthy and physically active lifestyle.

We acknowledge the invaluable role that parents play in shaping the school's atmosphere and fostering their child's growth. In today's educational landscape, we recognise parents as vital partners, actively contributing to the shared mission of enabling children to reach their full potential. We firmly believe that when parish, home and school unite under a common vision, the prospect of attaining success becomes tangible.

Central to our identity is our recognition as a Catholic school, with Jesus serving as our ultimate model. Our mission stands firm: to proclaim and embody the Gospel within a Catholic environment. This commitment leads us to infuse these Gospel values into every facet of our curriculum and school life. The synergy among our dedicated staff, diligent students and engaged parents, all rooted in the spirit of Christian cooperation, is paramount to this endeavour. It is our aim to be #MakingADifferenceEveryday.

Our meticulously designed learning program is crafted to cater to the diverse needs of all students. We aim to offer a range of educational experiences that not only nurtures achievement but also fosters



a sense of accomplishment. As educators, we are steadfast in our dedication to remain abreast of educational advancements, blending the finest of the contemporary with traditional educational values.

As the Principal, I eagerly anticipate joining you in this remarkable journey, a journey that interweaves our aspirations with your dreams for your child at Mel Maria Catholic Primary School. It is a privilege to embark on this path alongside you, and we wholeheartedly encourage discussions concerning your child's unique requirements and the comprehensive services offered by our institution.

Warm Regards

*Paul Hille*

Mr Paul Hille

Principal

Mel Maria Catholic Primary School

*#MakingADifferenceEveryday*

**#MakingADifferenceEveryday**





## OUR VISION

### Excellence in Catholic Primary Education

## CATHOLIC IDENTITY

We are first and foremost a Christ-centred, child-focused Catholic school community, and our Mercy values of **Respect, Justice, Service** and **Compassion** are embedded across all we do.

We are a Catholic school where Sister Catherine McAuley's ideals of justice, respect, compassion and service to others prevail, and where all learning is a joy to be experienced in an educational community striving for excellence.

Beyond education, Mel Maria Catholic Primary School provides children with a sense of belonging, a spirit of service and a culture of excellence.

## VISION FOR LEARNING

We have an unconditional belief that EVERY child can succeed.

## HOURS OF OPERATION

### Pre-Kindergarten Hours:

9.00am - 2.50pm

### Kindergarten Hours:

8:45am - 2:50pm

Families can choose between a 3-day, 4-day or 5-day programme.

### Pre-Primary to Year Six Hours:

8.40am - 3.00pm

(with a "Prepare for School" bell at 8.30am). Parents can register for Outside School Hours Care (OSHC) currently run by Camp Australia if they need additional care outside of these hours.

## ORIENTATION & LEARNING

### ABOUT THE CAMPUS

In the transition from home to school, and during the orientation process, teachers will support each child as they begin to engage in the programs and planned experiences, and interact with other children. Teachers will be available to the family to answer any questions. Throughout the day, teachers will contact parents via Seesaw to let them know how their child is settling in.

## SAFEGUARDING CHILDREN

At all times, staff members are aware of the school's policy and procedures that relate to supervision and child protection. Our staff take part in annual professional development in areas of child well-being and operate under the Child Safe Framework for Catholic schools. Any concern regarding the safety of a child will be prepared for the Department of Child Protection and Family Support and the Catholic Education Office of Western Australia.



*No significant learning occurs without a significant relationship*

*- Dr James Comer*

## SECURITY OF THE CHILDREN

Mel Maria Catholic Primary School takes the security of the children seriously. Only authorised guardians may pick up children. Families must update the details of any person authorised to collect their child with the respective campus Admin Officer. For the safety and security of the children, staff members may require authorised collectors to show photo ID. Please inform the Principal/Vice Principal of any custody or court orders.





## GENERAL INFORMATION

### STAFF

Mr Paul Hille  
Principal

Mrs Ros Nichols  
St Joseph Pignatelli Campus  
Mrs Joanne Scouler  
Pater Noster Campus  
Assistant Principals

### CONTACT DETAILS

Mel Maria Catholic Primary School:  
Email [admin@melmaria.wa.edu.au](mailto:admin@melmaria.wa.edu.au)  
Phone: (08) 6330 0500

Enrolments:  
Email: [enrolments@melmaria.wa.edu.au](mailto:enrolments@melmaria.wa.edu.au)  
Phone: (08) 6330 0550

Mailing Address:  
33 Davidson Road Attadale WA 6156

Website:  
[www.melmaria.wa.edu.au](http://www.melmaria.wa.edu.au)

### UNIFORM REQUIREMENTS

Uniforms are available from the Uniform Shop located at the Pater Noster Campus. Please refer to our website (or scan the QR code below) for uniform requirements.

#### Opening Hours:

Wednesday 8.00am-10.30am  
(during school term).



### ABSENTEES

Parents will receive a text message for unexplained absences only. If you have emailed the teacher, disregard the message. Please notify the school office of absences before 9.00am.



### CANTEEN

The canteen is available for Pre-Primary to Year Six students.

#### Canteen Days:

Monday and Thursday:  
St Joseph Pignatelli Campus

Tuesday and Friday:  
Pater Noster Campus

Please refer to our website (or scan the QR code below) for further information.



### ALLERGY AWARENESS

We are an 'allergy aware' school. It is important that parents/carers inform the school of a child's allergies and the severity of the allergy (medical forms are available from the school office). Parents must ensure that these forms are updated annually and provided to the school office.

**\*Nut allergies** - It is hard for a school to be completely nut-free due to the widespread use of nuts in food production, but every effort is made to minimise the risk of exposure to known allergens.

### SCHOOL PARKING

Please refer to our website for parking information on each campus.

### GUIDING CHILDREN'S BEHAVIOUR

We take a positive approach to guiding behaviour. We encourage children to learn self-regulation, which allows them to manage their own behaviour.

Our staff analyse why a child may behave a certain way, encouraging the continuation of acceptable behaviours and addressing any concerns. This approach helps children understand their own behaviour and start developing the skills necessary for self-regulation.

For further information on our procedures and policies, please refer to our website (or scan the QR code below).







## ANIMALS

Animals are not permitted within the school grounds at any time, unless prior approval from the school has been obtained or the animal is a support or guide dog. Please contact the Principal if this is the situation.

## PRIVACY

We respect and support the right of all individuals to privacy. All information collected by the school will only be used for the purpose it is collected for and in line with CEWA policy. All staff and parents are required to adhere to the relevant privacy policies of Mel Maria Catholic Primary School.

## SIGNING IN & OUT

To ensure the welfare of all members of our school community, all visitors entering the school between 8.50am and 2:50pm or in a volunteering capacity are required to sign in and out at the school office.

Please use the iPad located in the office along with the appropriate visitor label. This enables us to ensure that everyone on-site is accounted for in case of an emergency. Visitor name labels help staff and students to identify visitors who are authorised to be on school grounds.

## IMMUNISATION

It is a requirement that all children in Pre-Kindergarten and Kindergarten are fully immunised.

Formal Schooling - Pre-Primary to Year Two: In the case of suspected or actual infectious disease outbreaks (such as measles and whooping cough) children who are not immunised will be excluded from the school, even if the child is well. Fees will be payable for this period.

## PARENT COMMUNICATION

We will regularly communicate with parents regarding their child's care and learning journey. Our main method of communication is via the Seesaw parent app.

Regular announcements are sent out via Seesaw regarding school events or any other important information.

Families may like to follow our Instagram and Facebook pages. We also have a school newsletter that is published fortnightly.

## COMMUNICATION & SOLVING ISSUES

In order to provide the best possible care and education for your child, we encourage open communication with parents.

Teachers will use Seesaw and emails to provide information on each child's care and learning.

Should you have any problems or concerns, it is appropriate to initially speak to your child's class teacher. If you are not satisfied with your discussion, please approach the Vice Principal or Principal.



## ILLNESS & ACCIDENTS

If your child experiences an accident or falls ill at school, the staff will do their best to reach you or your designated emergency contact (who should have a vehicle). If an urgent situation arises and you cannot be reached, medical assistance will be arranged.

It is therefore crucial to keep the school informed about your current

- address
- phone number
- workplace
- emergency contact information
- email address.

## IF YOUR CHILD HAS AN ACCIDENT

Staff will undertake an initial assessment and provide first aid and comfort to the child. Parents will be informed as soon as possible, and decisions will be made as to the next step.

The Principal/Vice Principal may engage emergency services at any time if it is deemed to be in the child's best interest.

## RETURNING AFTER ILLNESS OR AN ACCIDENT

After a case of serious ill health (including infectious disease hospitalisation), your child will require a medical certificate from a registered medical practitioner verifying that they can return to school.

## MEDICAL CONDITIONS & MEDICATIONS

Parents/carers must inform the school of a child's medical condition (medical forms are available from the school office).

If a child needs medication administered at school, families need to fill in the relevant medical form available from the school office. All medication, whether prescribed or non-prescribed, must have a pharmacy label with the child's name on it.





## ONE-TO-ONE BYOD PROGRAM

Technology is a tool which helps teachers extend, develop and consolidate what is being taught in the classroom and beyond. Technology does not replace teaching but it does provide the medium to help extend or consolidate important concepts taught in the classroom across all areas of the curriculum. Our school integrates technology in all areas of the curriculum in order for our students to maximise their learning and to be able to actively participate in a rapidly changing world.

The Bring Your Own Device (BYOD) program is run from Year Three to Year Six with an Apple iPad. This device allows students to become authors, movie directors, graphic designers and artists. It allows students to capture their own learning, as well as develop critical skills of assessing information. The iPad enables students to develop ICT skills using both Apple and Microsoft tools.

Each year, we hold a Parent Information Evening for our families who are entering Year 3. It is most important that at least one parent attends this meeting.

## SPECIALIST CLASSES

Mel Maria offers a wide variety of specialist classes including:

- Japanese, Music, Health, Drama, Science
- Robotics and Engineering
- Early Intervention and Learning Support
- Gifted and Talented Extension Program (SEEDS)



*Ignite the Heart, Inspire the Mind*



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