

# PARENT HANDBOOK



## Stella Maris School

MAROOCHYDORE

An inclusive high-quality, learning community where faith inspires action.





## Welcome to Stella Maris School

A warm welcome to the Stella Maris Catholic School community.

Stella Maris is a faith-filled learning community inspired by the charism of Nano Nagle. As we work together to support each student to grow and learn, we are guided by the values of compassion, commitment, creativity, confidence and courage.

Successful partnerships between home and school are founded upon collaborative relationships built on mutual respect, trust, and a strong sense of common purpose.

There are many ways to become involved in school life and we hope your family will embrace all that Stella Maris has to offer. We believe it takes a village to raise a child and we look forward to working together in partnership.





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## Stella Maris Vision & Mission Statement

### Vision

We aim to be an inclusive, high quality learning community where faith inspires action.

### Mission

To achieve this vision:

- **Students** progress confidently and happily to their potential through self-discipline, diligence and kindness
- **Staff** commit to working in partnership with parents/carers, students and each other and to actively pursue professional excellence
- **Learning and Teaching** is holistic, rigorous, visible, well-resourced and responsive to student needs
- **Parents/carers and Caregivers** support each other, all students and staff in living out our Catholic ethos as involved and valued partners
- **The school environment** is inviting, well-maintained and meets the needs of the community

### Motto

Act justly, love tenderly and walk humbly with your God.  
(Micah 6:8)

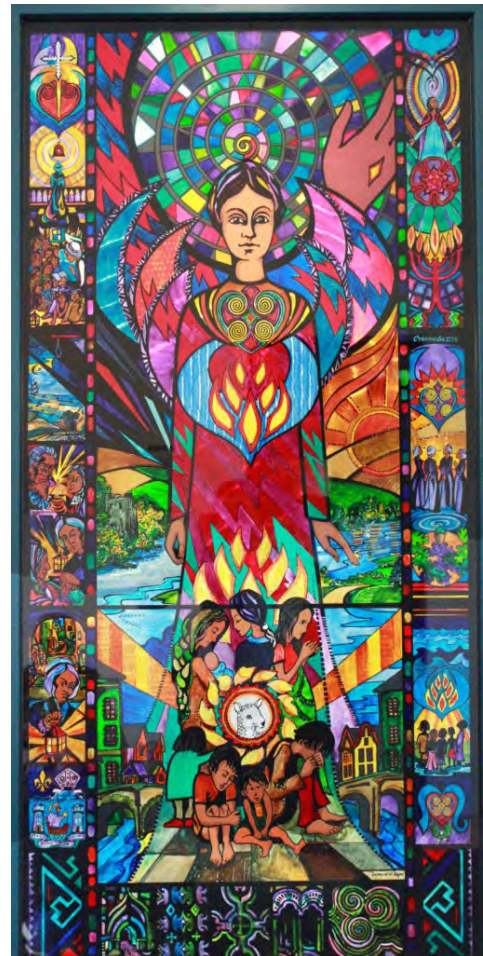
### Our Moral Purpose

We ignite a passion in all our students....

- To desire and have the capacity to learn and achieve
- To respond to the unfamiliar with hope and resilience
- To make meaning, collaborate and contribute in our world as children of a loving God

At Stella Maris, our vision and mission for learning is underpinned and guided by the Alice Springs Declaration for Young Australians. It outlines two distinct but interconnected goals:

1. The Australian education system promotes excellence and equity
2. All young Australians become:
  - Confident and creative individuals
  - Successful lifelong learners
  - Active and informed members of the community

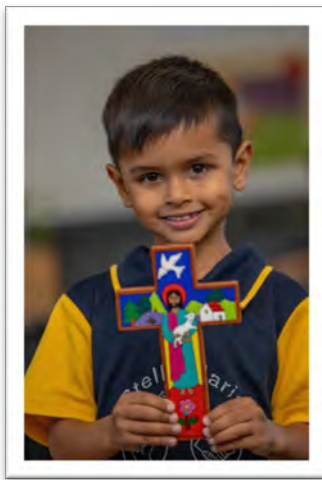


## Core Values

As a Catholic School founded in the tradition of the Presentation Sisters, we uphold the values of compassion, commitment, courage, confidence and creativity through love of the poor, love of children and love of learning. Our core values are inspired by the life of Nano Nagle, foundress the Sisters of the Presentation of the Blessed Virgin Mary.



of



## School Prayer

You walk with me God when I am just,  
You befriend my laughter and play.

You walk with me God when I am gentle,  
You know the tenderness of my way.

You walk with me God when I am humble,  
You touch the silence when I pray.

Act justly, love tenderly, walk humbly,  
Creator, Saviour, Spirit, be with me on this day  
Amen

## Stella Maris Acknowledgment of Country

This Acknowledgement of Country was written by the First Nations students of our community and is shared at the beginning of each school assembly and other events or celebrations.



As we gather here at Stella Maris,  
we acknowledge the Traditional Custodians, the Kabi Kabi Peoples.  
We pay our deepest respects to Elders, past, present and emerging.

Through their wisdom and guidance may the Elders  
teach us how to be compassionate for others.  
Through their wisdom and guidance may the Elders  
show us how to be confident in everything we do.

Through their wisdom and guidance may the Elders  
help us to be creative like our ancestors who have  
practised dancing and art for tens of thousands of years.  
Through their wisdom and guidance may the Elders  
support us to be committed to taking care of the land and its  
animals.

Through their wisdom and guidance may the Elders  
give us the courage to be honest and believe in ourselves.  
May we continue to walk gently and respectfully together.





## About the School

Stella Maris is a Catholic, co-educational primary school for students from Prep to Year 6. The school is set in rainforest surrounds with expansive playing fields in the centre of Queensland's Sunshine Coast. Stella Maris is an Archdiocesan Primary School administered by Brisbane Catholic Education.

We provide holistic education and seek to develop students to their full spiritual, intellectual, physical, social, emotional and cultural potential. Stella Maris offers a wide range of opportunities for students at many levels of development. Students are appreciated as individuals, each with enormous potential, however, each student is also a social being living in community. Being a Catholic School, students are immersed in the Catholic faith and culture and are led to develop a personal relationship with God, to live out the Gospel message and share it in the wider community.

### A Brief History

- **1980** - Stella Maris School opened with about 90 students
- The Parish Priest at the time was Fr Harry Bliss and the first Principal, Sister Margaret Conway
- **1983** - The third (and largest) building stage was opened
- **1987** - Mr Jack Carroll became Principal
- **1990** - The Library Resource Centre opened
- **1992** - Mr Trevor Doyle was appointed Principal
- **2001** - The Preschool opened, and Mr Russell Sinclair was appointed Principal
- **2002** - The Stella Maris Children's Chapel was opened
- **2004** - The landscaping of ovals, playgrounds and amphitheatre took place
- **2005** - Construction began on two new classrooms, music and tutor rooms, computer room and resource centre
- **2006/07** - Construction of an additional building was completed in readiness for the introduction of the Prep year in Qld
- **2008** - Ms Glenda Morgan was appointed Principal of Stella Maris. Both toilet blocks were extensively renovated, and the school was externally and internally painted. Staffroom and other administration block improvements were also completed
- **2009** - The undercover area was upgraded; an outdoor learning space developed between 'A' and 'B' Blocks and covers to walkways in Prep area completed due to a Commonwealth Government Grant of \$200,000
- **2010** - The school hall was completed in December with funding of \$3 million provided by the Commonwealth Government. This funding also allowed for upgrades to the circular road, parking and pick-up areas
- **2011** - A new Year One classroom and covered area was added
- **2012** - A new wing was added to the Resource Centre



1980





- **2013** - The Library Annex was completed which incorporated a Media room and two Meeting rooms
- **2014** - Re-masterplan processes commenced, and the Resource Centre was re-badged as the Innovative Learning Centre (iLC) and a new deck and entry added
- **2015** - Stella Maris moved from being a Parish school to Brisbane Catholic Education Archdiocesan school
- **2017** –Stage One (new Admin block, two prep classrooms, toilets and landscaping) and Stage Two (4 classrooms and refurbishment of the old Admin block to five classrooms and Support/Guidance rooms) of the masterplan were completed. The latter Block was externally painted
- **2018** – Outside School Hours and Vacation Care began on-site. External painting of most classroom blocks and Children’s Chapel completed. Nano Nagle screens designed and erected supported by financial contribution from the P&F. Stage Three of the Masterplan, four-room Classroom Block started, with completion date February 2019
- **2019** - Mr Peter Pashen was appointed Principal of Stella Maris. Blessing and Opening of all Masterplan stages took place in Term 3
- **2020** – Covid-19 pandemic. Most students went into home schooling for periods of time throughout the year
- **2022** – Mrs Nicole de Vries (Assistant Principal) was appointed Acting Principal in Term 3 for Semester 2 due a relocation to Brisbane for Mr Peter Pashen
- **2023** – Mr Mark Ballam was appointed Principal commencing in January 2023 supported by Mrs Jenny Davissen as Assistant Principal – Religious Education and Mrs Nicole de Vries as Assistant Principal.



2019



## Positive Behaviours for Learning (PB4L)

As members of a Catholic Christian community, we are called to be the face of Jesus in our relationships with one another. All students have the right to learn in a safe, supportive, encouraging and consistent environment characterised by warm, mutually respectful relationships. PB4L supports and advocates the holistic development of all in a nurturing and safe way.

Stella Maris has a multi-faceted, whole-school approach to teaching and supporting the development of positive and productive learning behaviours. These supports encompass our core values to help students grow to be compassionate, committed, creative, confident and courageous individuals.

	In Every Encounter	Learning Times	Break Times	Assemblies, Prayer and Liturgies	Using Technologies	Transitions
 <p>God's love shining through us.</p>	<ul style="list-style-type: none"> <li>✓ I bring love, understanding and kindness rather than judgement;</li> <li>✓ I feel empathy for others and have the desire to help;</li> <li>✓ I enable others to be successful.</li> </ul>	<p>I offer encouragement and feedback that helps others to improve.</p>	<p>I welcome and invite others to play.</p>	<p>I participate peacefully, respectfully and reverently.</p>	<p>I THINK: Is it... True? Helpful? Inspiring? Necessary? Kind?</p>	<p>I consider others by moving quietly and safely.</p> <p>I show I am ready by giving my full attention. STOP. LOOK. LISTEN.</p>
 <p>Holding strong to our faith and beliefs.</p>	<ul style="list-style-type: none"> <li>✓ I support worthy causes and purposes;</li> <li>✓ I am faithful and trustworthy;</li> <li>✓ I demonstrate effort through concentration, persistence and practice.</li> </ul>	<p>I am responsible for being on task.</p> <p>I seek help and feedback to improve my learning.</p> <p>I work to improve and make progress everyday.</p>	<p>I am where I am expected to be.</p> <p>I use equipment and facilities safely and responsibly.</p> <p>I put things where they belong.</p>	<p>I volunteer to help.</p> <p>I pay attention to what is happening.</p>	<p>I take care of equipment and report damages.</p> <p>I ask permission to take and use photos and videos.</p>	<p>I move promptly and carefully in response to instructions/bells/alarms.</p> <p>I sit and wait quietly after breaks.</p>
 <p>Using God's spark within us.</p>	<ul style="list-style-type: none"> <li>✓ I bring new ways and new ideas into the world;</li> <li>✓ I use my ideas and imagination to respond for the greater good;</li> <li>✓ I accept 'what is' and step forward in new and positive ways.</li> </ul>	<p>I learn from my mistakes and generate new ideas to move forward.</p> <p>I collaborate with others to learn.</p>	<p>I use respectful words and actions to solve problems peacefully.</p>	<p>I find ways to help others.</p>	<p>I teach and learn from others.</p>	<p>I know what needs to be done and I find ways to do it.</p>
 <p>Acting with strength, assurance and humility, as children of God.</p>	<ul style="list-style-type: none"> <li>✓ I respond to the possibilities for growth in all that life brings;</li> <li>✓ I welcome challenge, and progress with purpose;</li> <li>✓ I know when to speak and act and when to listen and wait.</li> </ul>	<p>I set goals and try my hardest.</p> <p>I acknowledge and celebrate others' contributions and successes.</p>	<p>I know when to take action myself and when to seek support.</p> <p>I support others to do the right thing through my words and actions.</p>	<p>I add my voice when singing and responding.</p> <p>I respond sensibly and return to silence and stillness.</p>	<p>I use digital devices and resources to complete <b>learning</b> activities.</p>	<p>I support others to do the right thing through my words and actions.</p>
 <p>Demonstrating the inner strength to act out of God's love.</p>	<ul style="list-style-type: none"> <li>✓ I am hopeful and resilient in the face of fear and doubt;</li> <li>✓ I do what is right, good and kind;</li> <li>✓ I know God is there to help.</li> </ul>	<p>I contribute ideas and ask questions.</p> <p>I consider and respond respectfully to others' ideas.</p> <p>I see mistakes as an opportunity to learn.</p>	<p>I play fairly and by the rules.</p> <p>I speak up and step up when I notice something isn't right.</p> <p>I admit when I'm at fault and try to make it right.</p>	<p>I am prayerful and share my faith.</p>	<p>I turn off and report inappropriate words or images.</p>	<p>I approach activities with a positive attitude and self-belief.</p>







## Zones of Regulation

The 'Zones of Regulation' are modelled at Stella Maris. This social/emotional curriculum develops awareness of feelings, energy and alertness levels while exploring a variety of tools and strategies for regulation, prosocial skills, self-care, and overall wellness.

The program provides students with an easy way to think and talk about how we feel on the inside and sort these feelings into four coloured Zones, all of which are expected in life. Once students understand their feelings and zones, they can learn to use tools/strategies to manage the different Zones to meet goals like completing schoolwork or other tasks, managing big feelings, and maintaining healthy relationships with others.

### The **ZONES** of Regulation®

			
<b>BLUE ZONE</b> Sad Sick Tired Bored Moving Slowly	<b>GREEN ZONE</b> Happy Calm Feeling Okay Focused Ready to Learn	<b>YELLOW ZONE</b> Frustrated Worried Silly/Wiggly Excited Loss of Some Control	<b>RED ZONE</b> Mad/Angry Terrified Yelling/Hitting Elated Out of Control





## Teaching and Learning

At Stella Maris, the Australia Curriculum, the BCE Model of Pedagogy and the Stella Maris Learning Process are used to guide the way we plan, teach, assess and report.

This Australian Curriculum sets out the core knowledge, skills and understandings required in all Learning Areas, including English, Mathematics, Science, HASS (Humanities and Social Sciences), Design Technologies, Digital Technologies, The Arts (Music, Visual Arts, Media, Dance and Drama), Languages (Indonesian) and HPE (Health and Physical Education).

The General Capabilities and Cross-Curriculum Priorities are used across the curriculum to deepen and enrich understandings and skills, equipping students to live successfully in the 21<sup>st</sup> Century.



*BCE Model of Pedagogy*



*The Learning Process*

The Model of Pedagogy is used to guide our collaborative approach to planning, teaching and assessing. It supports teachers and learning leaders to develop responsive, differentiated and developmentally appropriate teaching cycles that enable all students to make progress in learning.

The Stella Maris Learning Process enables us to establish and sustain teaching as a reciprocal partnership between teacher and student to activate learning that is deep, meaningful and shared. It is underpinned by our vision, mission and school motto, which brings meaning and authentic contexts to learning.

## Curriculum

Classroom teachers across all year levels are responsible for the planning, teaching, assessing and reporting of English, Mathematics, HASS, Science, Technologies and Religion, in accordance with the Australian Curriculum. Teachers plan and prepare short, responsive cycles of learning that make connections between curriculum areas to support deep learning and responses to authentic contexts.



They use Learning Intentions and Success Criteria to guide the progress of the learning and support all learners in achieving success appropriate to their year level curriculum. The foundational skills of literacy and numeracy, as outlined in the Cross-Curriculum priorities of the Australian Curriculum, are embedded in the planning and learning experiences available across all learning areas.

## Specialist Subjects

Students attend specialist lessons each week. The specialist teachers are responsible for planning, teaching, assessing and reporting in their relevant learning area.



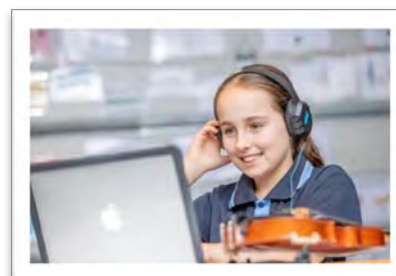
### The Arts - including Visual Art, Dance, Drama, Media, Music

During art lessons students explore and build understanding in visual arts, media arts, dance and drama. When creating art, students' engage their cognition, imagination, senses and emotions in conceptual and practical ways that involves them thinking kinaesthetically, critically and creatively.

They learn to explore possibilities across diverse art forms, solve problems, experiment with techniques, materials and technologies, and ask probing questions when making decisions

and interpreting meaning.

During Music lessons, students listen, compose, perform music, and develop an appreciation for this art form. Learning through music is a continuous and sequential process, enabling the acquisition, development and revisiting of skills and knowledge with increasing depth and complexity.



### Health and Physical Education



Health lessons support students to develop the skills, knowledge and understanding to strengthen their sense of self, and build and manage satisfying, respectful relationships. They learn to build on personal and community strengths and assets to enhance safety and wellbeing, as well as critique and challenge assumptions and stereotypes. Students learn to navigate a range of health-related sources, services and organisations.

Physical Education lessons are taught across all year levels. Students address key knowledge and skills in ways to move their body, understanding different movements and learn through movement. They investigate issues around rules, fair play, positive participation, and cooperation. Throughout the year, specific skills are taught, which align with school sporting events.



### Indonesian

The Indonesian curriculum is taught in Years 1-6. These lessons establish a foundational understanding of Indonesian language and culture, encouraging learners to gain an appreciation of cultural differences. They learn and practice pronunciation, writing, reading and listening skills, application of grammatical rules and manipulation of sentence structure patterns.

## Religious Education

As a Catholic Archdiocesan school, we aspire to educate and shape students who live out the gospel of Jesus Christ and are literate in the Catholic and broader Christian tradition. This will enable our learners to participate critically and authentically in faith contexts and wider society as they grow and mature.

There are two core elements to Religious Education:

- The teaching of the Religious Education Curriculum
- Participation in the religious life of the school

The Religious Education Curriculum includes four strands: Sacred Texts, Beliefs, Church and Christian Life. These are interrelated and integrated into the religious life of the school. The aim is to inspire students to transform learning from the classroom to their spiritual lives, as they are challenged to live out Jesus' mission.

### The Religious Life of Stella Maris

- Whole school liturgies
- Celebration of significant events in the Christian Church
- Class prayer, liturgies and mass
- Social Justice activities



### Sacramental Programs

The three Sacraments of Initiation: Confirmation, Holy Communion and Penance, are generally celebrated during the child's primary school years.

- In the year the children turn 8 (or older), they are sealed with the gift of the Holy Spirit in the Sacrament of Confirmation. This is administered by the Archbishop or his delegate.
- In the year the children turn 9 (or older), they are welcomed to the Lord's Table and receive Holy Communion for the first time.
- In the year the children turn 10 (or older), they are prepared to celebrate more fully the Sacrament of Penance.



The Parish is responsible for establishing and running programs for sacramental preparation and for the celebration of the Sacraments. Collaboration between the Parish and the school ensures that the sacramental material in the RE Curriculum complements sacramental preparation in the Parish. These Sacramental preparations are advertised in both the School and Parish newsletters and will assist parents/carers in seeking enrolment for their children.

**For further information visit the Parish website:**  
<https://www.saintsonwaves.com.au>



## Assessment and Reporting

Stella Maris provides multiple opportunities for students to demonstrate their understanding and skills according to the Australian Curriculum Achievement Standards. Teachers make judgements about student learning using a range of effective formative and summative assessment practices. Collaborative moderation of student work enables teachers to develop consistency of judgement against a five-point scale for reporting purposes.

A written report for parents/carers is provided twice each year, in Term 2 and Term 4. These reports communicate student progress by providing an overview of achievement, effort and learning behaviours. The written report is supported by student/teacher/parent conference opportunities, at least twice a year, usually in Term 1 and Term 3. This allows students to be deeply involved in sharing their learning progress and goals, with increased student responsibility in these conversations as they progress through their primary school years.

## Establishing Good Schooling Routines in Prep



The term 'Early Years' refers to the years of schooling from Prep - Year Two. Current research suggests that the holistic development of the child in the Early Years provides a strong foundation for success through life.

The Prep year provides an essential foundation and is the beginning of each child's formal learning journey. Maximizing attendance in Prep sets a student up for ongoing success as attendance patterns established in Prep and Year One are predictive of attendance in future years.

The monitoring and assessment undertaken in Prep provides data that informs planning for each student. This picture of each student's development, interests, needs and strengths, also informs future curriculum decision-making, allowing teachers in subsequent year levels to provide an educational program that best supports and extends each student's learning journey.

Facts about Prep:

- Prep students are allocated a house colour upon enrolment which remains with them until they complete primary school
- Prep students have the same play and eating break times as the whole school
- Hours of attendance are the same for the whole school
- Preps can be dropped off by parents/carers at the normal drop off area, or parents/carers may choose to park and walk children to their class
- Teachers are mindful of the developmental needs of young students and take appropriate measures to ensure that Prep students feel secure in the care of teachers
- Prep students attend specialist lessons offered at Stella Maris. They frequent the Innovative Learning Centre (iLc) and participate in school events, such as assemblies, liturgies and sporting events

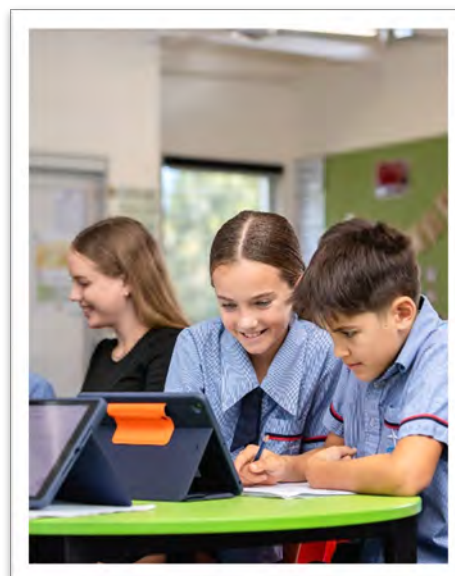


## ICT Use at Stella Maris

Apple iPads are provided as learning tools across all classrooms.

- Year 4-6 students have a 1:1 iPad program that allows each student to use their device for learning at school and home.
- Year 2-3 students have access to 1:1 school owned devices to enhance their learning opportunities within the classroom.
- Prep–Year 1 access school owned devices within their classrooms

At Stella Maris, we have access to a variety of technical support including on-site and remote services. This allows teachers and students to be well supported with the use of technology to support learning within the school.



## Extra-Curricular Activities

### School Choirs

Students are eligible to join one of the many choirs on offer including the Piccolo Choir (Year 2), Stella Bellas (Years 3-6) or Stella Fellas (Years 3-6).

### School Musical

In addition, every second year, a school musical production is a school highlight involving students in Years 3-6. The school has seen the successful production of many musicals including Joseph and the Amazing Techni-colour Dream-Coat, The Wizard of Oz, Peter Pan, Beauty and the Beast, Through the Looking Glass and Mary Poppins.

### Performing Arts

Students at Stella Maris may also participate in various instrumental ensembles and be involved in the Performing Arts Program which requires payment of additional tuition fees each term, as well as the cost of musical equipment needed such as instruments, tuition books and accessories.

This extensive program is co-ordinated by our Performing Arts Coordinator and a team of Music Teachers, offering a variety of lesson options that are scheduled during the school day on a rotating timetable, so as not to disrupt classroom learning. Enrolment in the Performing Arts Program is conditional upon the timely payment of full school fees as a priority, along with full payment of fees for the elective program.



Tuition is currently available in the following areas:

- Band instruments including flute, clarinet, saxophone, trumpet, French horn, trombone, euphonium, tuba, drum kit, mallets, general percussion
- Guitars including acoustic, electric, bass
- Piano and keyboard
- String instruments including violin, viola, cello, double bass
- Voice including singing and Speech and Drama
- School Ensembles including Junior and Senior concert band, Guitar Ensemble, String Ensemble, Percussion Ensemble and various Chamber groups



### Dance

Through dance, students learn to use their body as the medium for personal, social, emotional, spiritual and physical communication. Students choreograph, rehearse, perform and respond as they engage with dance practice and practitioners. Active participation as dancers and choreographers promotes students' wellbeing and social inclusion. Classes are held during breaks for students in Years 2-6.

### Sports



Students have the opportunity to participate in a broad range of sports and sporting events, including:

- Swimming Lessons – Years 1-6
- Swimming Carnival - Years 4-6
- Athletics – Junior & Senior Years
- Cross Country – whole school
- Inter-school Sport – Years 5 & 6
- Extra-Curricular Sports
  - *including rugby league, netball, AFL, Oztag & soccer*

### Special Events in our School Community

All members of the Stella Maris community are invited to participate in a range of community and special events across the year including:

- Welcome BBQ
- NAIDOC Week
- Day for Daniel
- Gala Ball for parents/carers
- Catholic Education Week
- Grandparents Day
- Mothers & Father's Day Stalls & Breakfast
- Book Week & Book Fair
- Colour Blast
- Christmas Carols
- Prep Wine & Cheese Evening
- Fundraising and community events





## Inclusive Education

### Learning Support – Inclusive Education

The Student Support Team include both Support Teachers of Inclusive Education (ST:IE) and the Guidance Counsellor. The Support Teachers work in partnership with a variety of staff members, BCE Education Officers, families and outside agencies to determine individual student functional impacts, reasonable learning adjustments and supports to provide students with the best opportunity in a mainstream setting. This entails determining individual student needs, developing plans, sharing information, allocating resources and liaising with all stakeholders.



### Guidance Counsellor

A Guidance Counsellor is also on staff at Stella Maris, working with students, parents/carers and teachers in a variety of ways. This includes short-term counselling of students, assisting parents/carers or carers to make informed decisions about their child's education, assessing student learning and behaviour, assisting the school to identify and address disabilities that affect student learning and liaising with other agencies concerned with the well-being of students.

Parents/carers may seek advice from the school counsellor about their child's school progress, educational options, including access to special education services, behaviour and information about outside agencies.

### Prep Screeners

Various professional screeners are carried out for Prep students including Vision, Hearing, Occupational Therapy and Speech. These services are provided to assist families and the school to identify concerns that may impact on a student's learning and development. We encourage families to engage in these screeners to ensure that their child/ren has the best start possible.

## Parent Involvement at School

### How Can Parents/Carers Get Involved?

There are many ways parents/carers can be involved at Stella Maris:

- Parents Community Engagement Group
- Pastoral School Board
- Voluntary assistance in classrooms
- iLC and Tuckshop Assistance
- Fundraisers and community events
- Class Parent Co-ordinators
- Care Pantry



### Online Volunteer Training

All school volunteers are required to annually review the **Volunteer Code of Conduct & Student Protection** resources found on our school website. Once the training is complete, the *Volunteer & Other Personnel Registration Form* needs to be completed and returned to the school. This signed document will confirm your understanding of the responsibilities as a school volunteer.

Parents/carers of students do not require a Qld Govt Blue Card, however all other volunteers (including grandparents, uncles, aunts, other family members and friends) must present a current Blue Card along with the completed *Volunteer & Other Personnel Registration Form* before volunteering within the school.

## Student Supervision – before & after school

### Before School

On-site supervision of students commences at 8.15am before school. Children should not be on school premises before morning supervision unless they are involved in before school music lessons /ensembles, other teacher supervised activities, accompanied by a parent or carer at before school care.

### After School

Supervision is provided in the following areas from 3.05pm.

- **Bus Zone** - until the last bus departs
- **Front Pickup Area** – under the covered area in front of the Administration building until 3.30pm
- **Back Gate** – located in Bliss Street (off Tepequar Drive) until 3.30pm
- Students must be collected by 3.30pm, however please contact the school office if there are unforeseen circumstances on any day to make alternative arrangements.



### Use of Playground Equipment

Playground equipment must not be used by students or younger siblings unless under the direct supervision of a teacher as the safety of every child is our priority.

## Late Arrival or Early Departure from School

### Arriving Late to School

Students arriving after the second bell (at 8.40am) must be digitally signed in by an adult and collect a late notice from the front office for presentation to their class teacher. Positive focus on school attendance and punctuality assists our children to be successful at school.

### Leaving Early from School

When leaving school before 3.05pm, parents/carers must present to the front office to digitally sign out their student/s. The Office staff will call the classroom and request the child meet the parent at the school office. **Parents/carers do not directly collect students from classrooms.** Regular early departures are strongly discouraged due to missed student learning opportunities.



## Notifying Student Absences

### Student Absences

Parents/carers should advise the school via the BCE Connect App/Parent Portal of their child's absence as soon as possible. For any unexplained student absence, parents/carers will receive an SMS to request they log a reason for the student absence.

### Planned Student Absences – More than 5 Days

The school must be notified of any planned student absence of longer than five school days by completing an *Alternative Arrangements* form located on the Parent Portal. The classroom teacher will advise learning tasks to be completed during the student absence and the form is signed by the Principal.

## Outside School Hours & Vacation (OSHC)



Outside School Hours Care is managed by Catholic Early EdCare and receives Child Care Benefit (CCB) funding through the Department of Education and Training under the legal entity and Approved Provider, The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane Centacare Administration Services.

### Hours of Operation:

Before School: 6.15am – 8.45am

After School: 3.00pm – 6.15pm

Vacation Hours: 7.00am – 6.00pm

**Phone:** 0408 374 668

**Email:** maroochydoreshc@catholicearlyedcare.qld.edu.au

Further information and application forms are available on the Parent Portal.

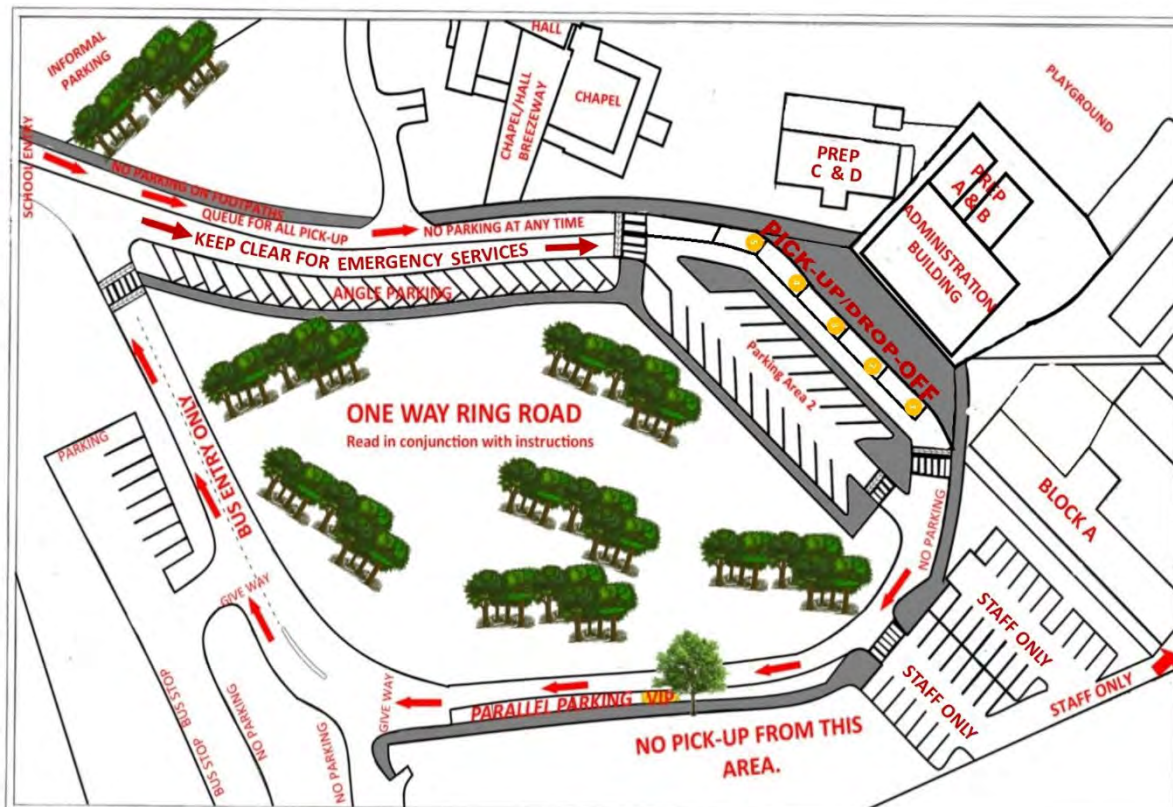




## Front Drop-off & Pick-up Zone

The following guidelines have been developed to provide maximum safety for all children, parents/carers and helpers who use the zone and will assist with efficient pick-up and drop-off.

- Use the zone like a quick-moving taxi rank. Please remain alert to other vehicles and children in the vicinity and follow the directions of teachers on duty. Always drive as far as possible into the zone using the designated parking bays, allowing maximum number of vehicles in the zone at one time.
- Stay in the queue and move forward as a space becomes available.
- Place your large, laminated family name sign (provided by the school) on display on the passenger visor to allow for staff to ensure your child is ready when you approach the pick-up bays.
- Drivers must remain in the car while in the zone; no-one is to leave the car – even momentarily – while it is parked in the zone. If you need to leave the car, then you must park in a designated parking area.
- If you are parked waiting in the zone prior to the afternoon bell, it is essential that your child arrives promptly, otherwise the zone will not flow freely.
- Students must enter and exit from the PASSENGER/FOOTPATH side of the vehicle only to ensure student safety.
- Students' school bags & other items must be with students in the car, **not** in the boot. Please do not ask children to get school bags in or out of the boot, nor should adults leave the car to do so. If you need to carry bags in the boot, please park in a designated parking area rather than use the zones.
- Staggering your arrival time will also ease the traffic immediately before and after school.



## Alternative Pick-up/Drop-off Areas

### Back Gate - Bliss Street - far side of Bliss Oval

A pedestrian gate to the school exists on Bliss Street (off Tepequar Drive). Students being collected at this location after school are to follow the directions of the teacher on duty. Parents/carers are asked to collect students at the gate and supervise students crossing roads. Limited car parking is available due to residences in this area. All families are asked to respect neighbours and not restrict access to and from their properties. Please do not park, however momentarily, on the yellow lines, on corners or across our neighbours' driveways.

## Parking within the School

### Car Parking

Carparks opposite the Children's Chapel and further along the ring road are designated for parking. Moving to and from this area is safely managed using the pedestrian crossings. Please be aware that there is no parking at any time on the left-hand side of the circular drive. This lane is for drive through traffic only.

### Staff Car Park

The dedicated staff parking area is located near the groundsman's shed and adjacent to the front classroom/support/guidance building. Please note that these parking areas are **not** available to parents/carers for parking, dropping off or picking up at any time.



### School Bus Zone & Student Bus Travel

The school bus zone is situated at the front of the school. Teachers are rostered to supervise students catching buses each afternoon from the bus shelter towards the front of the school. Information regarding bus routes can be obtained by contacting **CDC Sunshine Coast** (Phone: 5476 6622) or by visiting [www.cdcqueensland.com.au](http://www.cdcqueensland.com.au)

## Tuckshop

The school tuckshop is open from Monday to Friday and is managed by staff employed by the school.

The full menu is available and ordered on the Qkr! app. **Please note the cut-off time for lunch orders is 8.00am each day.** Orders can be made up to a week ahead.

Tuckshop hours are from 8.45am -12.00pm - so both lunch and afternoon tea orders are distributed at lunch time.

**Parent volunteers are essential to the successful operation of the tuckshop.** Please consider joining the team of volunteers, If you can assist, please contact the Tuckshop. Due to Workplace Health and Safety, students and younger children are not permitted in the tuckshop. Volunteer rosters are published in the weekly school newsletter.



If your child has forgotten their lunch or there are any other concerns with lunches during the school year, please do not hesitate to contact the school office as a replacement lunch can be provided and payment can be made via the Qkr! App retrospectively. The student will be provided a sandwich, piece of fruit and a bottle of water.

## Qkr! Payments for Tuckshop & School Events

Stella Maris School payment method for the purchase of Tuckshop is via the Qkr! App (*pronounced – Quicker*). The Qkr! mobile App allows parents and carers to use their mobile device to order and pay for school lunches and other school expenses. The guide sheets included in the handbook will assist with setting up profiles for your students.







For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by MasterCard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for school fees, uniforms, excursions and more;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

### Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



### Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

### Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10km's of the school, or search for our school by name.

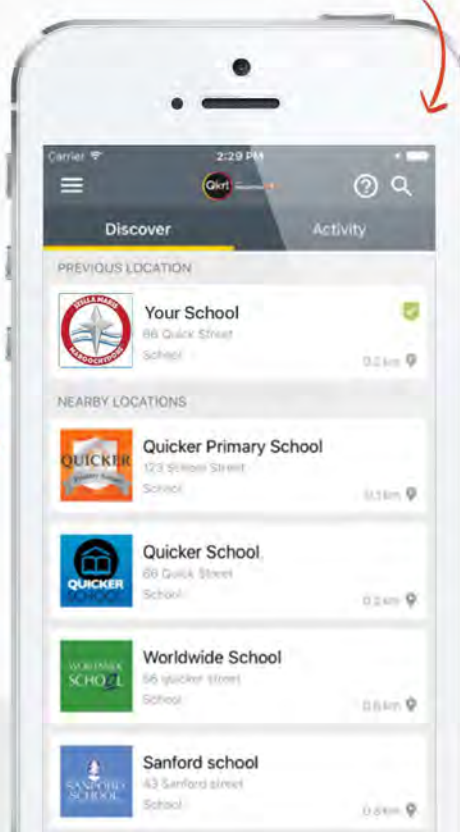
### Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

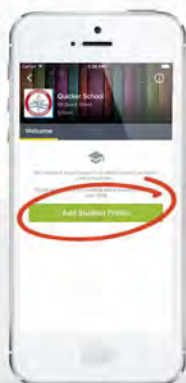
If you're within 10 kms of the school, you can select our school from 'Nearby Locations'





## Add your children's details in Student Profiles

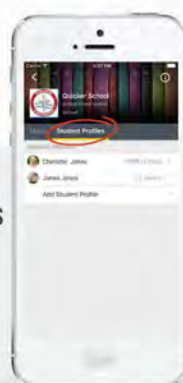
Select  
'Add student profile'



Add each  
child's details



Manage each  
child's details in  
Student Profiles



## Order meals

Select a menu  
from our canteen

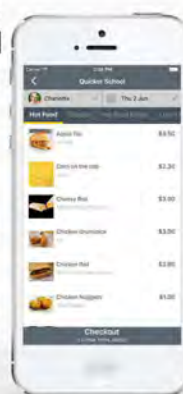


Tap the green  
tick to view  
your receipt  
or to cancel  
an order



Select a date  
for a child and  
order a meal

Tap 'Repeat  
order' to  
copy all paid  
orders from  
one week to  
the next



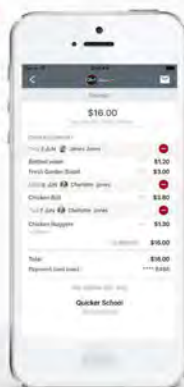
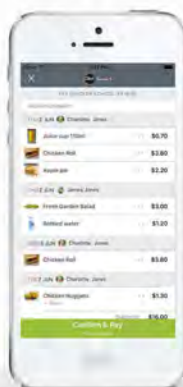
Tap to change  
the child you are  
ordering for

Tap to change  
the date you  
are ordering for

Tap 'Checkout'  
then confirm and pay

## Making payments

Add up to 5 cards to your wallet



At checkout select which card to  
pay with.

Pay with any cards accepted  
by the school.


Once your payment is approved you  
can continue to the home page, or  
view your receipt.



## Parent Communication

### BCE Connect App/Parent Portal

The Parent Portal is an invaluable communication tool between school and home and provides parents/carers with access to general school information including class blogs, school announcements and school calendar of events.




## BCE CONNECT MOBILE APP


Follow Stella Maris School  
(Maroochydore)

**Login to gain access to**



- **Push notifications** - pop up messages directly on your phone
- **Paperless permission forms** - digital forms requesting input
- **Calendar of school events** - view upcoming events and add them to your personal calendar
- **School documents** - School information sent home
- **Absence logging** - log your child's absence
- **Student information** - Academic reports, student timetable and media consent status
- **Handy school links** - Blogs, PTO, OSHC and more



**Are you following us?**



**Download BCE Connect**



### Weekly Newsletter

The weekly newsletter is emailed each Friday and is also available on the Parent Portal. This important communication keeps parents/carers informed regarding current school and parish news.



### School Website

The Stella Maris website also provides an additional source of information and communication [www.stellamaris.qld.edu.au](http://www.stellamaris.qld.edu.au)



### Social Media

The Stella Maris School Facebook page showcases many aspects of school life and student learning. Feel free to share with family and friends who enjoy seeing snippets of daily school life!

<https://www.facebook.com/stellamariscatholicschool>





# Setting up your account

A guide to getting started with your BCE Connect and Parent Portal account.

## 1. Download BCE Connect



## 2. Favourite your school



**Favouriting** your school in BCE Connect enables you to receive Push Notifications from the school and makes it easier to navigate back to the school by adding a shortcut on the home screen of the app.

## 3. Create an account



Select the first-time logging in option and enter the e-mail address you have supplied the school. A security code will be sent to your email. Return to the page and follow the prompts to **create your password**.

## 4. Log in



**Log in** to the BCE Connect App using your email address as your username and enter your newly created password.

Logging in will unlock all the features of BCE Connect. You can also access the Parent Portal from the Parent Portal link on the BCE Connect App.

## 5. Visit the Parent Portal



The **Parent Portal** offers a more feature rich experience for Parents.

BAN0044366

## Parents Community Group

The Parents Community Group is integral to the life of the whole school community. When a child enters the school, parents/carers automatically become members of the Parents Community Group and are invited to take an active role through meeting attendance and attendance at activities and functions for social, educational or fundraising purposes.

Meetings are held on the **second Tuesday of each month (during school terms) at 6.30pm** in the staffroom located upstairs in the Administration building. Information about these meetings and functions are advertised through the weekly school newsletter, on the parent portal and other parent communications.

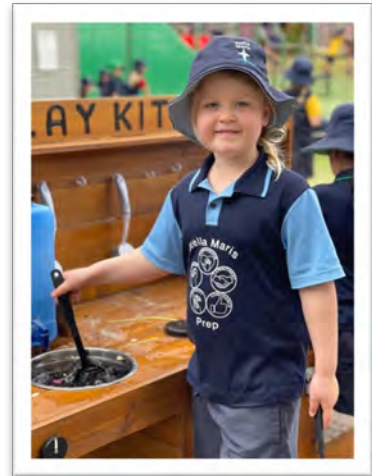
The Parents Community Group assists the school community throughout the year with social events and fundraising. The

monies raised from these activities are used to provide financial support to the school. More importantly, we aim to build a sense of community, fostering a Christian-based welcoming environment.

In addition to assisting at school events, such as Grandparents Day and the bi-annual School Musical, some of the major community building events co-ordinated by the Parents Community Group throughout the year include:

- Stella Fair – alternate years
- Mothers & Father's Day Stalls
- Social Events for Parents & Carers
- Twilight Christmas Carols

We encourage all parents/carers to become active members of our school community. We recognise that not every person wishes to be on the front line of school activities, however there are many behind the scenes roles to participate in within the school. Even something as simple as baking a cake or an hour of selling raffle tickets is a huge help. Many hands make light work!



## Medication & Medical Health Plans

### Medication

It is important that the school and parents/carers work together to ensure student safety and wellbeing.

As a BCE school, we are guided by procedures and policies in relation to student medication and these include:

- When a child requires medication (including over the counter medications), an *Individual Health Care Plan* and *Medication Administration Request Form* must be completed. These forms are available on the school portal or at the school office.
- All medication provided must be labelled with child and dosage details by the issuing Pharmacy and presented to the school office by the parent or carer with the completed Health Care & Medication Administration forms.
- Medication is administered during the school day by first aid officers in the first aid room

All medical forms must be updated and resubmitted at the beginning of each school year and medication collected at the end of each school year.

### Emergency Health Management Plan

Students with medical conditions require a Medical Action Plan supplied by a medical practitioner. This will inform our treatment plan in case of an emergency. Examples of medical conditions include (but are not limited to) the following:

- Allergy
- Anaphylaxis
- Asthma
- Diabetes
- Epilepsy
- Other significant conditions

It is preferable that the school is provided with two sets of emergency medication such as EpiPens and Asthma spacers and puffers; one to keep in First Aid, and one to keep in the classroom in case of emergencies. All medication provided must be labelled with child and dosage details by the issuing pharmacy.





## Illness

As a school, we have a duty of care to follow government recommendations regarding infectious illnesses. Children with infectious illnesses must be excluded from school for the specified time. Please consult us if you are unsure and inform us immediately if your child contracts any contagious illness. In the case of minor ailments, parents are asked to use their own judgement about whether a child is fit to attend school.

The table below illustrates the more common infectious illness together with exclusion details. Please use these for reference and if in doubt, contact the school for further advice.

Illness	Exclusion Period
<b>Chicken Pox (Varicella)</b>	Exclude until all blisters have dried and at least 5 days after onset of symptoms.
<b>German Measles (Rubella)</b>	Exclude for four days after the onset of rash or until fully recovered, whichever is longer.
<b>Whooping Cough (Pertussis)</b>	Exclude until 5 days after starting appropriate antibiotics or for 21 days from onset of cough.
<b>School Sores (Impetigo)</b>	Exclude until 24 hours of appropriate antibiotics have been completed. Sores must be covered with waterproof dressings.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.
<b>Hand, Foot and Mouth disease</b>	Exclude until all blisters have dried
<b>Norovirus</b>	Exclude until there has been no diarrhoea or vomiting for 48 hours
<b>COVID-19</b>	Isolate as per current Queensland Health directives.

## First Aid at School

Serious injury and illnesses are treated immediately by qualified first aid officers, parents/caregivers will be contacted, and an ambulance called if necessary.

Children who become ill or are injured during the day, will be taken to the first aid room and if required the parent/caregiver will be notified. Please note that the school cannot monitor sick children for extended periods during the day. **It is important that the school is notified immediately of any changes to the emergency contact names and numbers.**

## Head Lice

If you discover that your child has head lice at any time, please notify the school office immediately so that we can advise parents requesting them to take appropriate measures to prevent further spread.

If live lice or eggs are observed on a child while at school, the parents/carers will be contacted so that treatment can commence. A child may return to school the day after treatment is completed. It is important that the treatment is repeated one week after the initial treatment and all bedding, regular clothing and brushes are also made part of the prevention program.



## School Fees & Levies

School fees and levies are used for the following purposes which are aligned to the vision, mission and strategic plan of the school to:

- Provide essential teaching, administrative, classroom resources, equipment and materials
- Assist with providing activities such as incursions, sport and musicals
- Support the school building program loan repayments
- Maintain buildings, grounds and other facilities
- Stella Maris School also collects a levy through the school's fee structure for the Parents Community Group



For those families experiencing short or long-term inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal or Finance Secretary via email: [pmarfinance@bne.catholic.edu.au](mailto:pmarfinance@bne.catholic.edu.au) for further information concerning the concession application process.

### Payment of School Fee & Levies

School fees and levies are charged on a **yearly** basis during the first few weeks of Term 1.

Account holders may choose to either pay in full by the due date on the statement or incrementally via payment plan. If selecting the incremental payment option, the account holder must inform the school of their choice by the account statement's due date. All fees must be fully paid by November 14<sup>th</sup> of the relevant school year.

### Payment Options

- **Credit Card/EFTPOS/Cash** - at school office
- **BPAY** - BPAY reference numbers appear on your fee statement. Regular weekly/fortnightly/monthly payments for fees can be made this way using your internet banking
- **Direct Debit** – a formal direct debit arrangement can be organised through FACTS management system. Families will be given the setup details for FACTS when fees are sent out.



Where parent/caregivers believe that financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available, including:

### **Extension of Time**

If an extension is required, please contact the school finance office prior to the due date.

### **Payment Plan**

Payment of the school fee and levy account by regular instalments, please note the school must be notified of the payment plan details by the fee due date. All payment plans must ensure that the account is cleared by the 14<sup>th</sup> November of the relevant school year or as negotiated with the Principal.



### **Fee Concession**

In cases of financial hardship an application may be made for a fee concession.

- Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period requires a new application.
- A compassionate and just process under the mission and values of Brisbane Catholic Education and Stella Maris School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.
- Concession application forms are available from the school's finance office.
- All matters are dealt with on a confidential basis.

### **Process for Outstanding Fees**

- a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the school's Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued.





- d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

### Late Start Enrolments

New students entering Stella Maris after the commencement of the term are charged student tuition, Capital Levy & Parent Community Levy on a pro-rata basis for the remaining weeks of the term. All other levies are paid in full.

### Withdrawal of Enrolment

Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Student text books, library books and iPads and all accessories (if applicable) are to be returned to the School. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

### Extended Student Leave/Holding Enrolment Place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the school, the number of previous leave occurrences, and the existence of student waiting lists. For further clarification regarding the above school fee and levy collection process, please contact the Finance Office.

### Student Transfers

The class teacher and Administration should be notified in writing as soon as it is known that a student is leaving the school. All outstanding fees must be paid and resources returned before transfer is complete.

### School Building Fund

Stella Maris is ATO approved to receive **voluntary** School Building Fund contributions. The suggested Building Fund Contribution is \$200 per year and is 100% tax deductible. The opportunity to contribute is included in the annual fee statement.

### Sunshine Coast Catholic Schools Discount

If students at Stella Maris have siblings at Sunshine Coast *Secondary* Catholic Schools e.g. Siena College Sippy Downs, Good Samaritan Bli Bli – Secondary Campus, St John's College Nambour, Unity – Secondary Campus Caloundra or St Teresa's Noosa, the following discounts apply to the **tuition fee portion of the account only**.

Discounts will be applied automatically – please notify our Finance staff if you have a student/students at one of the above schools and your account does not reflect this discount.

- 1 student at one of the above schools  
5%
- 2 students at one of the above schools  
10%
- 3 students at one of the above schools  
20%



## School Activities at Breaktimes

There are a wide range of supervised school activities available at various breaktimes during the week, including:

- Sports & running games in various play areas
- Playground equipment
- Sand play
- Design & building activities
- Quiet Play activities in the quad area
- Handball
- Basketball & Netball and other games on the Courts
- Reading, games and “Making Activities” in the iLC
- School Garden

There are also various designated play areas for different year levels.



## School Uniforms

The Stella Maris uniform is compulsory. It is expected that all parents/carers will support the school's requirement that full and correct uniform be worn each day. Parents/carers should provide a note of explanation should it be necessary for a student to be out of uniform. Parents/carers will be contacted if students are consistently out of correct uniform.



Girls Formal – Years 1 to 6	Boys Formal – Years 1 to 6
<ul style="list-style-type: none"> <li>Stella Maris skort</li> <li>Stella Maris blouse</li> <li>Navy socks (Stella Maris socks strongly encouraged)</li> <li>Black leather joggers</li> <li>Stella Maris bucket hat (house colour on one side)</li> <li>School coloured (red/navy) ribbons/hair bands/scrunchies</li> </ul>	<ul style="list-style-type: none"> <li>Stella Maris formal shorts</li> <li>Stella Maris formal shirt</li> <li>Navy socks (Stella Maris socks strongly encouraged)</li> <li>Black leather joggers</li> <li>Stella Maris bucket hat (house colour on one side)</li> </ul>
Girls Winter Uniform Options –Years 1 to 6	Boys Winter Uniform Options –Years 1 to 6
<ul style="list-style-type: none"> <li>Stella Maris jacket or jumper (either can be worn with sports or formal)</li> <li>Navy tights (can be worn under skort or shorts)</li> <li>Navy microfibre track pants (can be worn with formal or sports shirt)</li> </ul>	<ul style="list-style-type: none"> <li>Stella Maris jacket or jumper (either can be worn with sports or formal)</li> <li>Navy microfibre track pants (can be worn with formal or sports shirt)</li> </ul>
Sports Uniform - Years 1 to 6 (Boys & Girls)	
<ul style="list-style-type: none"> <li>Stella Maris sports shorts</li> <li>Stella Maris sports polo (house colour)</li> <li>Navy socks (Stella Maris socks strongly encouraged)</li> <li>Black leather joggers</li> <li>Stella Maris bucket hat (house colour on one side)</li> </ul>	
Prep Uniforms	
<ul style="list-style-type: none"> <li>Stella Maris sports shorts</li> <li>Stella Maris Prep sports shirt (house colour with the core values)</li> <li>Navy socks (Stella Maris socks strongly encouraged)</li> <li>Black leather joggers (velcro strongly encouraged)</li> <li>Stella Maris bucket hat (house colour on one side)</li> </ul>	



### School Bag

The Stella Maris backpack is strongly encouraged and will last students throughout their seven years at primary school.

### School Hat

The Stella Maris Hat is a compulsory part of the uniform and the **No Hat, No Play** policy ensures that students wear a hat when at play and when outdoors. Each student wears a Sport Colour Reversible Bucket hat to always ensure sun safety.

### Tights

Navy tights may be worn in winter, underneath the skirt or shorts.

### Hair

Students are to be always well-groomed and show pride in their appearance and in their school uniform.

- Extreme hair styles are not permitted. These include mohawks, rat tails, number one cuts or tracks, mullets, dreadlocks or colouring of hair
- Hair is to be brushed or combed neatly when attending school
- Hair accessories must be school colours – red and navy. Acceptable hair accessories are as follows: navy or red ribbon, plain clips or hair bands that are school colours or blend with the hair.
- For safety reasons and to minimise the spread of head lice:
  - Hair longer than collar length for girls and boys must be always tied back
  - Hair that falls across the face and eyes must always be tied/clipped



### Shoes

Only one pair of school shoes is necessary for all students – a plain black leather lace-up jogger which can also double as the formal school shoe. Velcro fasteners are recommended for Prep students. White or coloured joggers are not part of the Stella Maris uniform.

Variations of suede shoes, ankle/high cut boots, volley/canvas shoes, branded joggers with different coloured logo and sandals are not permitted.

### Socks

Boys and girls wear Stella Maris navy socks (preferred and strongly encouraged) or plain navy (above ankle) socks every day.

### Jewellery

Watches and ear sleepers / studs are the only items permitted to be worn. Bangles, bracelets, necklaces and more than one earring/stud in each ear are NOT permitted.

### Make-up & Nail Polish

Make-up and nail polish are not permitted.

## Swimming Caps

The Brisbane Catholic Education policy on students entering a pool and/or pool spas for swimming lessons or activities requires that all students are to wear a swimming cap while they are in the water.



## Year 6 Leadership Shirts

In Year 6, students collaboratively design a leadership shirt. It is worn on a nominated day each week and is supported by the Parents Community Group.

## Labelling of Uniforms

All items of clothing are to be clearly marked with fabric paint or iron-on labels for easy identification. This allows uniforms to be returned to owners when they are misplaced.

## Uniform Shop

The uniform shop is operated by School Locker. School Locker is in the Maroochydore Homemaker Centre at 11-55 Maroochy Boulevard, Maroochydore and has convenient opening hours as well as the option to purchase online.

For more information, please see [www.schoollocker.com.au](http://www.schoollocker.com.au)



Store Hours	Store Phone
Monday – 9.00am - 5.30pm Tuesday – 9.00am - 5.30pm Wednesday – 9.00am - 5.30pm Thursday – 9.00am - 7.00pm Friday – 9.00am to 5.30pm Saturday – 9.00am to 5.00pm Sunday – 10.00am to 4.00pm	5452 1431
Store Email	Online Ordering
<a href="mailto:maroochydore@theschoollocker.com.au">maroochydore@theschoollocker.com.au</a>	<a href="http://www.schoollocker.com.au">www.schoollocker.com.au</a>

# Mobile Phones at School



## Student use of Mobile Phones and Other Personal Mobile Devices Policy

### 1. Preamble/Rationale:

This policy sets clear rules and expectations about the student use of mobile phones and network connected devices while at school. It recognises the growing ownership or possession of mobile phones and other personal mobile devices by students and establishes boundaries relating to their use by students at school.

### 2. Values:

- ✦ To create a safe and supportive learning environment;
- ✦ To support students to respond to the unfamiliar with hope and resilience, by having the confidence and courage to seek help from their peers and staff while at school;
- ✦ To develop supportive relationships within the Stella Maris school community;
- ✦ To encourage students to develop effective communication and problem-solving skills.

### 3. Policy Statement:

The school recognises that for some students it may be necessary for them to have a mobile phone or other personal mobile device for communication outside of school hours. While at school, students should always use appropriate communication channels and established processes to resolve issues. When students are present on school property during school hours, they are not permitted to use mobile phones and other personal mobile devices, unless in accordance with this policy as listed below.

### 4. Policy Implementation:

If a student brings a mobile phone or smart device to school, the following procedures are required to be followed:

- ✦ Students must ensure that their mobile phone and other personal mobile device is switched off and securely in their bag during the school day. Smart watches may be worn on a student's wrist, but must be in school mode (non telephone network mode) during school hours;
- ✦ The school takes no responsibility for the loss or damage to a student's mobile phone or other personal mobile device;
- ✦ Students cannot under any circumstances use their mobile phone during school hours. If a student needs to use their mobile phones or other personal mobile device before or after school hours, they are to check in with the teacher on duty. If practical, the student will then be directed to reception where contact with the child's parent can be made. Alternatively, the student will be able to use their mobile device to contact a parent after speaking with the teacher on duty.
- ✦ Students are not to use their mobile phones and other personal mobile devices to take photos, play games, access social media or use the internet while on school grounds or on bus transport home;
- ✦ Misuse of a mobile phone or other personal mobile device during the school day, will result in a student being required to hand in their mobile phone or other personal mobile device to the school office upon arrival and collect it at upon departure daily for one week;
- ✦ Watches connected to a telecommunication system or network are only to be used in accordance with this policy;
- ✦ Any exceptions to this policy must be applied for in writing to the principal.

\*Definition of **device** includes: Mobile Phone, iPads, Laptops, Network connected device, smart watch (Version: 1.0, October 2021. Review date October 2024)



## Scholastic Book Club

# Introducing **Book Clubs LOOP** for Parents

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**LOOP** is the **NEW** Scholastic Book Clubs **Linked Online Ordering & Payment** platform for Parents.

If you want to pay by credit card for your online Book Club order, our new platform makes it easy! It eliminates the need for paper order forms plus your online order is submitted to the school safe and sound.

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- All orders are linked directly to the school for submission to Scholastic. Books will still be delivered to your child's classroom if you order by the close date
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