
PARENT INFORMATION BOOKLET

MARY'S MOUNT PRIMARY SCHOOL

Updated: March 2024



GRATITUDE PRAYER

Dear Lord
Thank you.
I dwell upon the goodness in my life.
Thank you.
I cherish in my heart Your gift to me.
Thank you.
I notice the blessings of life, breath,
loving and sharing.
I am so very grateful.
Thank you, Lord.
Amen



MEET OUR LEADERSHIP TEAM



**Emma Bell,
Principal**



**Erin Leech,
Assistant Principal**

SCHOOL IMPROVEMENT PLAN – 2024 GOALS

- Wellbeing Strategy – MMPS Way 2 Wellbeing
- Growing Spiritually well humans – staff and students
- Social Justice
- Sustainability
- Numeracy Focus
- Aboriginal Education across the Curriculum



WELLBEING IN ACTION

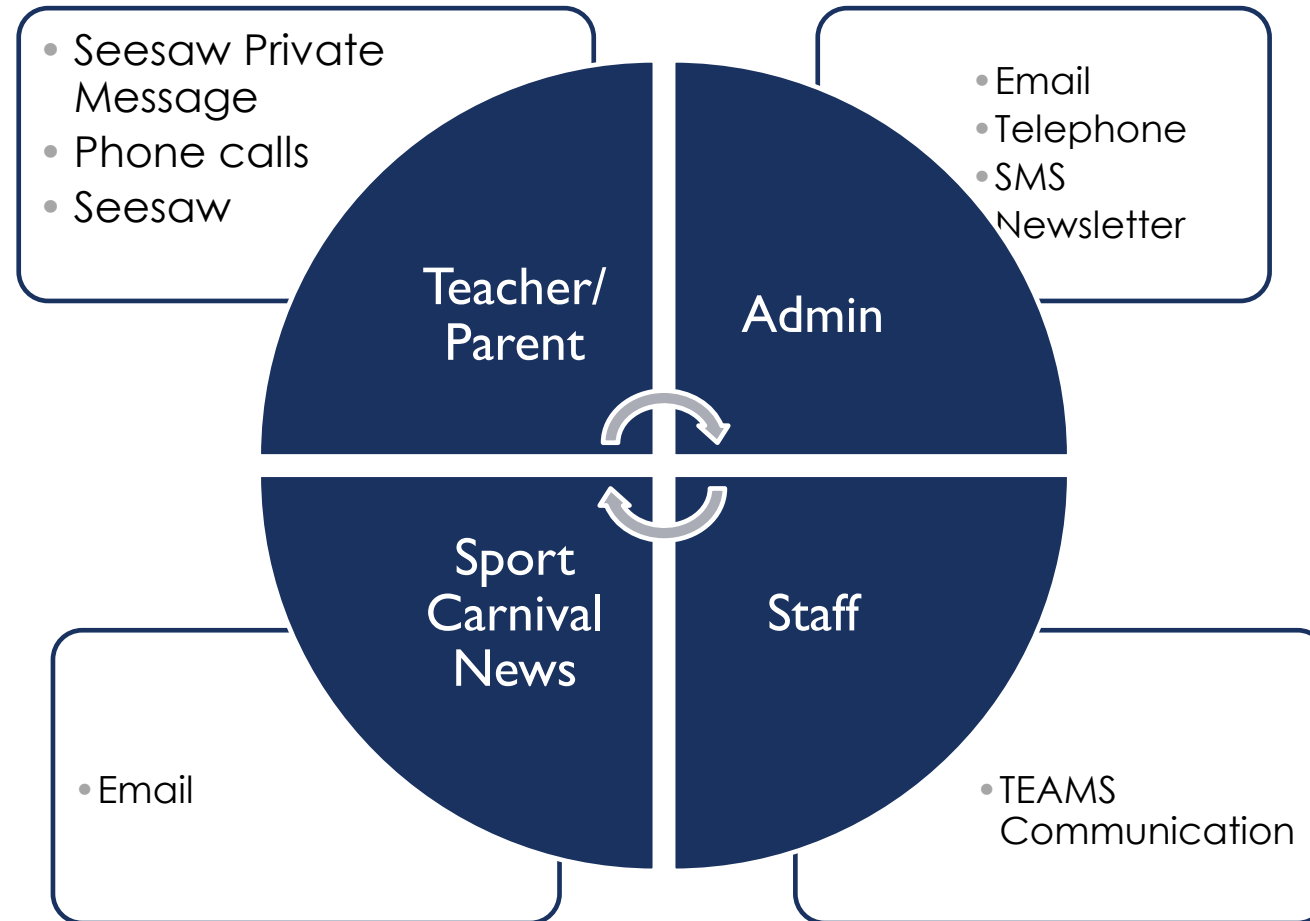
THE WAY 2 WELLBEING @ MMPS

- Each class will be constructing a Code of Conduct and Courage Mantra.
- Daily reading to the class - Each class will choose a novel or picture book and the classroom teacher will read to the children every day. The art of reading to a child is the most precious way to connect!
- Children will be greeted at the door each morning by their teacher.

Be the best **START to a child's day!**



MODES OF COMMUNICATION IN 2024



WHOLE SCHOOL COMMUNICATION PLATFORM FOR 2024



Seesaw

Seesaw is the platform that will be used to communicate between parents and teachers across 3K to Year 6.

Teachers will ensure that weekly reminders are consistently maintained and updated.

Teachers will privately message families via Seesaw.

Mary's Mount Primary School Seesaw Protocols

Purpose of Seesaw

Seesaw is used at Mary's Mount Primary School as a tool to enhance communication between school and home. It allows for streamlined communication of class level notices and the sharing and showcasing of student learning.

Protocols for Seesaw for Parents

1. Teachers use Seesaw's 'Announcements' tab to communicate classroom information to parents/carers. Please note this is **one-way communication** from the teacher to the parent/carer. Please do not respond to any messages via Seesaw.
2. Teachers and parents/carers will use email to contact each other about any child specific information.
3. Please 'like' your child's journal entries freely.
4. Work samples and photos that contain only your child may be shared freely as you wish. However, parents/carers **are not to share** photos or videos that contain other students in the class, this is a breach of the school's Privacy Policy and Code of Conduct. Whole class or group photos **must not be downloaded** or shared with others. We ask that you please respect the privacy of other students in the class.

DAILY FITNESS – 2024 PHYSICAL HEALTH & WELLBEING STRATEGY

WAY 2 WELLBEING @ MMPS

All classes participate in 10 mins of daily morning fitness






Physical Activity:

- Can increase levels of serotonin and endorphins; the neurotransmitters involved in regulating and improving mood.
- Promotes sleep – which also helps regulate moods, increase energy levels and improve memory and learning.
- Increases the connections between the brain neurons, which improves memory and learning capacity.
- Pumps blood to the brain to boost mood, concentration, and alertness.
- Promotes relaxation by reducing skeletal muscle tension.
- Provides children and young people with an outlet for excess energy and frustration, which relieves tension.
- Improves motor and cognitive skills, which boosts self-esteem.
- Distracts children and young people from negative thoughts.





CONTACT INFORMATION

	Telephone	9290 5200
	Email	admin@mmps.wa.edu.au / absentees@mmps.wa.edu.au / finance@mmps.wa.edu.au
	Website	www.mmps.wa.edu.au
	Facebook	@marysmount / Families of Mary's Mount Group (closed group)
	Twitter	@MarysMountPS



SCHOOL TIMES

PRE-PRIMARY TO YEAR 6

8.30 am - 8.50 am	Before school drop off supervision and classrooms open
8.50 am -10.40 am	Session One
10.40 am -11.00 am	Recess
11.00 am -12.40 pm	Session Two
12.40 pm-1.20 pm	Lunch
1.20 pm - 3.10 pm	Session Three
3.10 pm	End of school day

**3 YEAR OLD
KINDERGARTEN**
(Thursday &
Friday)
9.00am-3.00pm

**4 YEAR OLD
KINDERGARTEN**
(Monday, Tuesday
& Wednesday)
9.00am-3.00pm

SCHOOL COMMUNICATION

SCHOOL INFORMATION

Weekly Newsletter



COMMUNITY NEWS

Facebook



CLASS NEWS

Seesaw



WEBSITE

Quick Links for
Families



TEAMS LIVE CHAT

Parent Meetings



PHOTOS

Photo Permission



SNAP SHOTS

In the newsletter and
on Facebook



UNIFORM – KINDY AND PRE-PRIMARY – ALL SEASONS

- **Kindergarten** - Play clothes or coloured Kindy MMPS T shirt.
- **Pre-Primary** - Sports uniform.
- Velcro sneakers are preferable to lace-ups. Sandals are acceptable but no thongs.
- Sun hat.
- Spare clothing and underwear that is kept in school bag.



REMEMBER - Label all items, school bag, lunch boxes and drink bottles.



UNIFORMS – SPORTS UNIFORM – ALL YEAR

- Navy blue unisex shorts
- Mary's Mount navy blue polo shirt
- Coloured faction polo shirt on Phys Ed day once a week
- School bucket hat



- Navy blue tracksuit
- White MMPS ankle socks
- Sneakers, any colour but not too bright

UNIFORMS – YEARS 1 TO 6 – TERMS 1 & 4

BOYS

- Grey school shorts
- Short sleeved light blue school shirt
- Black school shoes and grey school socks or brown or blue sandals
- Navy blue school jumper
- School hat



GIRLS

- Blue checked summer dress or checked culottes and blue school shirt
- Black school shoes and blue ankle socks or brown or blue sandals
- Navy blue school jumper
- School hat

UNIFORMS - Y1 TO Y6 – TERMS 2 & 3

GIRLS

- Checked culotte
- Long grey school trousers (optional)
- Blue school shirt short or long sleeved
- Black school shoes with blue ankle socks or grey tights
- School tie (formal events)
- Navy blue school jumper

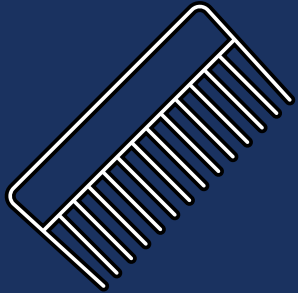


BOYS

- Grey school trousers or grey school shorts
- Blue school shirt short or long sleeve
- Black school shoes with grey ankle socks
- School tie (formal events)
- Navy blue school jumper



UNIFORM



HAIR

Hair longer than shoulder length, which is past the eyes, ears or collar are required to tie it up or pin it back.

Extreme hairstyles are not permitted.

Hair ties and accessories must be the school colours or fabric.

A single watch (no smart watches)

One single chain with crucifix or religious significance.

Earrings: one pair of small plain studs or sleepers.

JEWELLERY



MAKEUP & NAIL POLISH

Makeup and nail polish are not to be worn, this includes lip gloss, nail polish, eye makeup.

Hats are to be worn all year round

“NO HAT NO PLAY”

HATS



ILLNESS, SPECIAL NEEDS, ALLERGIES AND MEDICATION



Do not bring unwell children to school.



Please inform us in writing of any allergies, special needs or medication.



Please complete a Medical Notification Form – available from the office or school website.



All medication must be stored securely in the school office.



Children with asthma or an EpiPen must have a Medical Action Plan.

Children must not attend school if they are unwell.

FOOD AT SCHOOL

CANTEEN - Morning tea and lunches are available from the canteen each Friday. Orders can be placed through our canteen on-line service www.quickcliq.com.au – the link is also on our school website.

PLASTIC FREE TUESDAYS



CRUNCH 'N' SIP

A small piece of fruit or a few grapes etc for mid morning snack



NUT AWARE

Please avoid bringing nuts and nut products to school



PUNCTUALITY AND ABSENCES

ARRIVE LATE

Arriving at school after 8.50am (or 9am for Kindy)?

Arrival time after 8:50 am requires a parent or guardian to sign in at the office.

The student then takes a late (red) card to their class teacher.

LEAVE EARLY

Leaving school before 3:10pm (or 3.00pm for Kindy)?

Parent fills in the in/out book at the office and collects a red card.

Hand the card to the teacher when collecting your child.

Or hand the red card to the duty teacher when collecting during break

ABSENT

Sick or unable to attend school?

Inform the school of your child's absence by 9:15am by email or the Absentee Form on our website.

PUNCTUALITY

Arrive at least ten minute before the bell to prepare for the day.



REPORTING ABSENCES

WEBSITE ABSENTEE FORM

Absentee Form

Absentee Form

Name of Person Reporting Absence

0 of 30 max characters

Email


Phone

Absentee Details

0 of 100 max characters

CAPTCHA

☐ I'm not a robot

 reCAPTCHA
Privacy - Terms

Submit

Please report absences by 9.15am by either:

- Emailing absentees@mmps.wa.edu.au, or
- Completing the Absentee Form available on the school website (under the Contact Us menu)

When arriving or departing outside of school start and end times (after 8.50am and before 3.10am), it is imperative that no child enters or leaves Mary's Mount Primary School without reporting to the office first and being signed in/out by a guardian.

SCHOOL COMMUNITY CODE OF CONDUCT

All our actions are guided
by the MMPS Pillars



CHRIST
WISDOM
COMMUNITY
TRADITION
RESPONSIBILITY



SCHOOL COMMUNITY CODE OF CONDUCT



The 12 Conduct Statements

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.
8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and well-being.

DEALING WITH CONCERNS

1

Parent / Teacher Meeting

2

Parent / Assistant Principal Meeting

3

Parent / Principal Meeting

MARY'S MOUNT PRIMARY SCHOOL CONCERNS PROCEDURE

The full procedure is available on our school website under Policies & Procedures.

Initially, please raise any concerns you have with your child's class teacher. Should the matter not be resolved, a meeting with an Assistant Principal can be arranged. If the matter is still not resolved, then a meeting with the Principal can be made to investigate further.

RESTORATIVE APPROACH

Restorative Practices assist teachers, students and parents to build, maintain and restore relationships.

Restorative Practices will help build capacity to enable students to self regulate behaviour and contribute to the improvement of learning outcomes.



BEHAVIOUR INCIDENT

MINOR



Issue first warning (Reminder 1) and redirect the student to appropriate behaviours.



Issue second warning (Reminder 2), remove student from the group for five minutes to reflect using the Bump System and review. Speak with the child privately about their behaviour before returning them to the group.



Issue third warning (Choice and Consequence), remove from group. Student to complete a Reflection which needs to be signed by the parent. The teacher need to contact parents/guardians via a telephone.



My Reflection

Name: _____

Class: _____

Teacher: _____

Date: _____

'What Happened?'

'What did you do?'

'Any idea why you did that?'

I felt:

Angry



Worried



Shocked



Sad



Embarrassed



Other



'Be the best part of someone else's day' - Ben Crowe



BEHAVIOUR INCIDENT

MAJOR

Any major behavioural incident that includes:

- Verbal abuse or discrimination;
- Physical abuse or discrimination;
- Disrespect of property, person or place;

the child will be sent to the office to speak to the Assistant Principal or Principal.



SOCIAL WORK SUPPORT AT MMPS

WHAT CAN THE SOCIAL WORKER HELP WITH?

Parenting support/
strategies
Classroom support
Individual counselling (short
term)
Groupwork
Assessment/ referral support

WHY MIGHT STUDENTS ACCESS SUPPORT?

Social skills
Anxiety
Self-regulation challenges
Grief and Loss
Family transitions

IF YOU WOULD LIKE SOCIAL WORK SUPPORT FOR YOUR CHILD

Please speak with your
child's teacher to discuss if
a referral to the school
social worker is appropriate.

*If it is a confidential matter, you
can make direct contact with
the social worker through the
school office.*

Julie Merrells, our school social worker, holds a Bachelor Degree in Social Work and is eligible for full membership of the AASW.

HOMEWORK



Homework Maximum Time Allocation per day:

- PP – up to 10 minutes (sight words and reading if applicable)
- Yr 1 – up to 20 minutes
- Yr 2 – up to 20 minutes
- Yr 3 – up to 20 minutes
- Yr 4 – up to 30 minutes
- Yr 5 – up to 30 minutes
- Yr 6 – up to 30 minutes

SUPPORT PROGRAMS

Mary's Mount delivers a differentiated curriculum in all year levels and recognises the diverse needs of all students.

Support Programs are also available to a select group of students who may require extra assistance. At the commencement of each school year a range of assessments are conducted in both literacy and mathematics and the results are used to determine if a student is best placed in a small group intervention program.

MultiLit Program: Literacy support through specific phonic instruction as well as opportunities to develop fluency and comprehension skills when reading.

Numeracy Support: Facilitated through the EMU (Enriching Mathematical Understanding) Program.

Both MultiLit and EMU aim to fast-track student learning through focussed, intensive intervention – so students not only achieve success but also increase their self-esteem and confidence.



ACADEMIC EXTENSION

Academic Extension at MMPS is offered in the following ways:

4 Year Old Kindy to Year 3

In class extension through quality differentiated teaching practice. Academic extension teachers also work closely with staff providing enrichment to meet the educational needs of all students.

Years 4 to 6

- Tournament of Minds competition
- STEM Showcase
- Maths competitions



DIGITAL TECHNOLOGY

Students in Years 3 to 6 participate in a 1:1 iPad program funded by an iPad levy detailed on your school fees.

Contemporary Learning Hub (CLH)

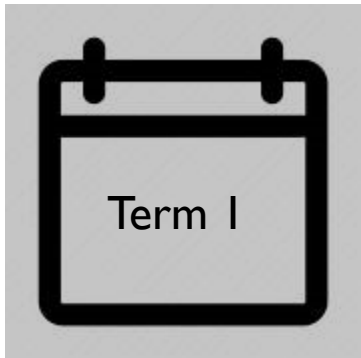
All students will be immersed in the CLH throughout the coming year.

To develop students coding skills we have a variety of robotics including Makey Makey, Ozobots, Spheros, Beebots and Lego Mindstorm. We also have green screens and a Podcasting station.

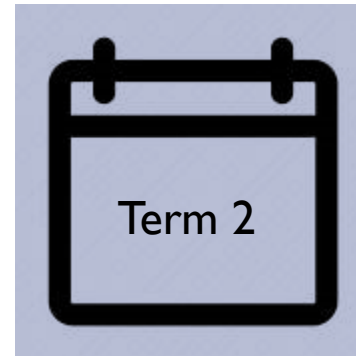


ASSESSMENT AND REPORTS

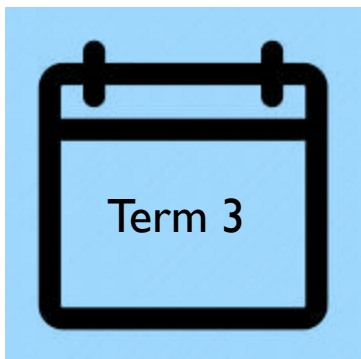
(Pre-Primary to Year 6)



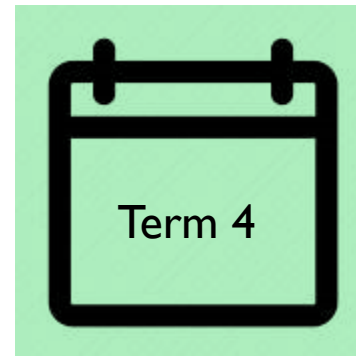
- ✓ Interim Reports
- ✓ Parent/Teacher Meetings (Kindy – Year 6)



- ✓ Parent Meetings upon request
- ✓ Formal Report



- ✓ Co-constructed Goal setting documentation



- ✓ Parent Meetings upon request
- ✓ Formal Report

ATTENDING SPECIAL EVENTS

Students are required to attend all major school events –

including sport carnivals and excursions, as well as activities associated with a year group such as retreats, sacraments, assemblies and masses.



SCHOOL FEES & FINANCES

School Tuition Accounts

- Emailed to all enrolled families.
- Please select a payment option and return the form to the school office.
- Any families experiencing financial difficulties or a change in their personal financial circumstances are invited to a confidential meeting with the Principal.



MARY'S MOUNT P&F – WE NEED YOU!!

The Mary's Mount Primary School P&F is a committee of parents who coordinate efforts to improve facilities at the school. It is a very active and energetic body acting for the benefit of the school that deserves your full and continual support.

Meetings times and dates are advised through the school newsletter. All parents are most welcome to attend and share their thoughts and ideas.



CLASS PARENT REPRESENTATIVES

The role of a Class Representative is a central point of communication between families, the Mary's Mount Primary School P&F Executive, teachers and the school administration office.



Organising a class contact list and distribute to families accordingly.

Organising welcome morning teas for new parents and providing information to them relevant to their class.

Attend P&F meetings to act as a source of information for parents unable to attend.

Organising class get togethers such as morning teas, meals out, group family activities etc, to help create a strong community.

‘BE THE BEST PART OF SOMEONE ELSE’S DAY’
– BEN CROWE

