

ST MARY'S  
PRIMARY SCHOOL  
KALGOORLIE



PARENT INFORMATION  
BOOKLET 2025

# ST MARY'S PRIMARY SCHOOL

## *Moral Purpose*

*At St Mary's Primary School  
we work in partnership with  
families and the Goldfields  
Community, to provide a  
Christ-centred and child  
focused school of excellence,  
where children are nurtured  
and empowered to reach their  
full potential.*



## Message from the Principal

Welcome to the St Mary's School Community. I trust that your association with our school will be happy and rewarding. St Mary's has been meeting the educational, spiritual and pastoral needs of children in Kalgoorlie since 1900.

St Mary's Primary School is a very special place. It is rich in history, and we are very proud of our heritage listed buildings and strive to preserve them for the future generations.

We are a dynamic, vibrant and innovative school with an emphasis on developing a strong sense of Christian community.

The quality teaching programs at St Mary's strengthen and enhance learning opportunities across the curriculum. The highly professional and dedicated staff work closely in partnership with parents to provide opportunities for academic excellence and the development of social skills and confidence.

Positive and harmonious relationships between students, teachers and parents is promoted and nurtured through the school's STAR core values of Support, Trust, Acceptance, Respect and Responsibility.

We strive to create a safe and happy school environment where children are empowered to become lifelong learners, develop a love of God and are supported to reach their full potential.



# St Mary's Primary School

This booklet is designed to assist you by providing important information about our school. More information can be found on our school website [stmkalg.wa.edu.au](http://stmkalg.wa.edu.au)  
Annual updates and weekly newsletters will help to keep you informed about current school events.

## Administrative Staff

Principal: Mrs Elizabeth Browner

Assistant Principals: Mrs Sue Coyle  
Mrs Jenny Gorman  
Mrs Kelly Brown

Administration Officer: Mrs Jenna Pearson  
Finance Officer: Mrs Linda Schuts

Parish Priest: Fr Thai Vu  
Assistant Priest: Fr Errol Lobo

## Term Dates for 2025

Term One: Wednesday 5<sup>th</sup> February – Friday 11<sup>th</sup> April  
Term Two: Monday 28<sup>th</sup> April – Friday 4<sup>th</sup> July  
Term Three: Monday 21<sup>st</sup> July – Friday 26<sup>th</sup> September  
Term Four: Monday 13<sup>th</sup> October – Friday 12<sup>th</sup> December

## School Hours

Pre-Primary to Year Six

Before School: All children need to wait in the Undercover Area. School supervision commences at 8.15am. Children are to wait quietly until the morning siren indicates it is time to walk to class.

- 8.25 Classrooms are open for children.
- 8.30 School Day commences.
- 10.50-11.10. Recess
- 12.40-1.05 Lunch Playtime
- 1.05-1.20 Lunch Eating Time
- 2.50 School Finishes.

All children need to be collected by 3.00pm.

Kindergarten: Caesia Monday/Tuesday 8.25-2.45 EVEN Wednesday's 8.25-2.45pm  
Mallee ODD Wednesday's 8.25-2.45. Thursday/Friday 8.25-2.45.

# Contact the School

Phone 08 9092 0900

Email [admin@stmkalg.wa.edu.au](mailto:admin@stmkalg.wa.edu.au)

## Assemblies

Assemblies are generally held every Friday at 8.35am. Parents are welcome to attend. Throughout the year classes are rostered to present an item at the assembly. Awards to recognise children's efforts are also presented.

## Attendance

All students who are enrolled at St Mary's Primary School are expected to attend school unless they are ill. A signed note or email needs to be sent to the school explaining their absence from school. This is a legal requirement by the Education Act of Western Australia.

If a child is going to be absent or arriving late, parents are asked to notify the school by 9.00am. Parents of children who have an unexplained absence are notified via SMS to check the child's safety and whereabouts.

**All extended absence requests from St Mary's Primary School should be placed in writing to the Principal. This includes such absences as family holidays and a copy needs to be given to the classroom teacher.**

Children need to be signed in by parents when arriving late to school. If you need to collect your child from school for an appointment you will need to sign them out from the school office.

It is important for your child's learning to maintain an attendance rate of at least 90%. If children fall below this number, parents will be contacted either by letter or a phone call to discuss the impact on their child's education. **This is a requirement of the Education Department.** Any child who has a very low attendance rate will need to be put on an attendance plan in consultation with parents.

## Behaviour

At St Mary's we have high expectations in regard to children's behaviour in class and in the playground. The whole school behaviour model is reviewed with the children each year and presented to parents at the Parent Information Nights.

Consistent or serious poor behaviour will be discussed with parents by school leadership and an individual behaviour plan developed to allow your child to participate fully in the educational program at St Mary's Primary School.

## **Bicycles**

The Western Australian Traffic Office advises that children under the age of nine years should not ride bicycles to school alone. Please be aware that the roads around St Mary's are extremely busy particularly around the end of the school day. If you do choose for your child to ride to school, they must wear a safety helmet. Bike racks are positioned at the back of the school. Bikes need to be padlocked to these racks. This is the responsibility of the child to ensure their bike is secure. **If your child forgets their bike lock, they may borrow one from the office.**

## **Book Lists**

The school will purchase stationery in bulk for use in the classrooms. The cost will be added to the school fee schedule.

## **Bus Travel**

At the conclusion of school, teachers will be on duty to supervise children at the bus stops. Applications for smart riders are available from the school office. Bus routes and time-tables are available from Swan Transit on Boulder Road. A behaviour code of conduct from the bus company is in force on the buses for all students. Students who breach this behaviour code may find themselves banned from using this mode of transport. It is the parents responsibility to ensure their child complies to the behaviour code on the buses.

## **Canteen**

The Canteen at St Mary's operates Monday to Friday for Lunch and Recess. Children may order lunch before school at the canteen window or use the online facility QuickCliq with a credit card. All accounts need to be kept in credit. A canteen menu and a link to QuickCliq are available on the school website.

## **Change of Address/Phone Number /Workplace/Emergency Contacts**

It is very important to keep your school information up to date. This is to ensure we can contact you in case of an emergency. Please notify the school if you have any changes to your contact details.

## **Communication**

Communication between home and school is very important. Teachers will send parents information and a link to Seesaw which allows them to upload samples of your child's school-work and give you information on what is happening in the classroom.

The Teachers and Leadership are available to discuss your child's progress. Appointments can be requested through the Office or by emailing the Teacher directly.

Early in Term One, a Parent Information Night is held to outline classroom procedures. At the end of Term One, parent meetings are organised to discuss children's Interim Reports.

At the beginning of Term Three and the end of Term Four, parents can request a meeting to discuss children's Semester Reports.

Parents of children on Individual Education Plans will meet regularly with Teachers to discuss progress and goal setting.

## **I-Pads**

All children from years 3-6 will have an I-Pad allocated to them for their personal use in class. These I-Pads have been leased for the children's use at school. The cost of the I-Pads will be a co-contribution between the school and parents. This will be included in the school fees. The children are not permitted to take the I-Pads home.

## **Medication**

If your child requires medication to be administered during the day, you will need to fill out a medication form available from the school office and provide the labelled medication.

## **Mobile Phones/ I-Pads / Smart Watches/ Hand-Held games**

Children should not be using Mobile Phones during school hours. Any contact with parents should be made through the School Office. If you wish to give your child a phone for after school use it must be given to their class teacher at the beginning of the day and collected at the end of school. Smart Watches should have their messaging capabilities turned off during school hours.

Personal I-Pads and Hand - Held games are not to be brought to school.

## **Newsletter**

Please read the School Newsletter "The Link" which is emailed to you each week. It contains up to date important information about the school.

## **Parking and Drop Off**

The school has two Kiss and Go lanes for quick drop off of children in the morning and afternoon. Please do not drop children off in front of the school office but drive into the school grounds. You must not leave your car in the Kiss and Go lanes.

If you wish to park your car, there are parking bays in the school grounds or alternatively there is a big parking area at the back of the school. If you are parking at the back of the school, please enter the school using Gate 2.

Kindy and Pre-Primary children must be dropped off and collected at the classroom door by a Parent or Guardian.

## **P&F**

The Parents and Friends Association work to improve the school facilities and purchase additional equipment for the school. They run several fundraising and friend raising events throughout the year. The parent group meet monthly, and it is a great way to meet people as well as support your school. Please consider joining this very important group of parents.

## **Religious Education and School Masses**

St Mary's Primary School follows the Religious Education Guidelines set out by Catholic Education of Western Australia (CEWA). Religious Education is a regular part of each school day. Children are provided with the opportunity to learn about the Catholic Faith and participate in Masses, Liturgies and Prayer.

The Sacramental Program is Parish based and school supported. Catholic children prepare to receive the Sacraments of Reconciliation (Year Three) Eucharist (Year Four) and Confirmation (Year Six)

## **School Fees**

School Fee statements will be issued early in the year. All parents need to either pay the fees in full by the due date or put in place a payment plan after discussion with Mrs Linda Schuts.

Concession Card Holders, Parents/guardians who are responsible for the payment of school fees and hold a current means tested family Health Care Card are encouraged to check with the Finance Officer regarding eligibility for a discount on tuition fees. This discounted tuition fee does not cover additional charges such as booklists, camps, I Pad Lease, amenities, swimming, P&F levy, and building levy etc.

To access the Concession Card Tuition Fee Discount Scheme, parents/guardians will need to show a valid Concession Card. Holders of cards that are due to expire prior to the end of term will need to show their new card once issued for discounts to continue.





## 2024 School Fee Schedule

TUITION								
	KINDY	PP	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6
1st Child	\$ 705.00	\$ 1,413.00	\$ 1,413.00	\$ 1,413.00	\$ 1,413.00	\$ 1,413.00	\$ 1,413.00	\$ 1,413.00
2nd Child (-20%)	\$ 564.00	\$ 1,130.00	\$ 1,130.00	\$ 1,130.00	\$ 1,130.00	\$ 1,130.00	\$ 1,130.00	\$ 1,130.00
3rd Child (-40%)	\$ 423.00	\$ 848.00	\$ 848.00	\$ 848.00	\$ 848.00	\$ 848.00	\$ 848.00	\$ 848.00
4th Child - free	-	-	-	-	-	-	-	-
PER FAMILY LEVIES								
	KINDY	PP	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6
Building Levy (per family)	\$ 282.00	\$ 282.00	\$ 282.00	\$ 282.00	\$ 282.00	\$ 282.00	\$ 282.00	\$ 282.00
P&F Levy (per family)	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00
<b>TOTAL FAMILY LEVIES</b>	<b>\$ 344.00</b>	<b>\$ 344.00</b>	<b>\$ 344.00</b>	<b>\$ 344.00</b>	<b>\$ 344.00</b>	<b>\$ 344.00</b>	<b>\$ 344.00</b>	<b>\$ 344.00</b>
PER STUDENT LEVIES & CHARGES								
	KINDY	PP	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6
Amenities	\$ 149.00	\$ 256.00	\$ 256.00	\$ 256.00	\$ 256.00	\$ 256.00	\$ 256.00	\$ 256.00
Stationery Levy	\$ 52.00	\$ 83.00	\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00
Sacramental Program	-	-	-	-	-	\$ 31.00	-	\$ 31.00
Graduation	-	-	-	-	-	-	-	\$ 100.00
IT Levy	-	-	-	-	\$ 209.00	\$ 209.00	\$ 209.00	\$ 209.00
*Swimming Lessons	-	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00
**School Camp	-	-	-	-	-	-	-	\$ 802.00
<b>TOTAL</b>	<b>\$ 201.00</b>	<b>\$ 412.00</b>	<b>\$ 434.00</b>	<b>\$ 434.00</b>	<b>\$ 643.00</b>	<b>\$ 674.00</b>	<b>\$ 643.00</b>	<b>\$ 1,576.00</b>
ANNUAL FEE TOTAL - 1 STUDENT								
	KINDY	PP	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6
<b>1 Child Family</b>	<b>\$ 1,250.00</b>	<b>\$ 2,169.00</b>	<b>\$ 2,191.00</b>	<b>\$ 2,191.00</b>	<b>\$ 2,400.00</b>	<b>\$ 2,431.00</b>	<b>\$ 2,400.00</b>	<b>\$ 3,333.00</b>
<sup>1</sup> HCC REBATE								
	KINDY	PP	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6
Tuition	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Building Levy	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00
P&F Levy	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00	\$ 62.00
Stationery Levy	\$ 52.00	\$ 83.00	\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00	\$ 105.00
Sacramental Program	-	-	-	-	-	\$ 31.00	-	\$ 31.00
Graduation	-	-	-	-	-	-	-	\$ 100.00
IT Levy	-	-	-	-	\$ 209.00	\$ 209.00	\$ 209.00	\$ 209.00
*Swimming Lessons	-	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00	\$ 73.00
**School Camp	-	-	-	-	-	-	-	\$ 802.00
<b>TOTAL</b>	<b>\$ 504.00</b>	<b>\$ 608.00</b>	<b>\$ 630.00</b>	<b>\$ 630.00</b>	<b>\$ 839.00</b>	<b>\$ 870.00</b>	<b>\$ 839.00</b>	<b>\$ 1,772.00</b>

\*Swimming - If you are an Oasis Aquatic Gold Member your account will be credited for the venues entrance charge on presentation of your membership prior to lessons commencing.

\*\* Year 6 Camp - Once fundraising is finalised amounts will be credited to your account.

\*\* IT Levy - Co-contribution to lease of iPad (Years 3-6)

Annual School Fee Statements will be finalised during the first two weeks of Term One and will be emailed monthly.

Fees may be paid by the following options:

OPTION 1: 1 Instalment - Payment in full by 28th March 2024

OPTION 2: 5 Instalments - Due monthly

OPTION 3: 10 Instalments - Due fortnightly

OPTION 4: 20 Instalments - Due weekly

**ANNUAL FEES ARE REQUIRED TO BE PAID IN FULL BY THE LAST DAY OF TERM 3 BEING 20th SEPTEMBER 2024**

Cash, Credit Card, Direct Debit & BPay are available methods of payment.

## Uniform

The wearing of **Full School Uniform** is expected of all children attending St Mary's Primary School from students in Year One to Six.

When children are enrolled at St Mary's parents agree to adhere to the School Uniform Policy. This includes hair styles and jewellery. A uniform note will be sent home if children are not wearing the correct uniform. If the problem is not resolved in a timely manner, the next step is a phone call from Leadership to discuss the Uniform Policy requirements. Wearing of the correct uniform is part of the Enrolment agreement.

If your child is unable to wear the correct School Uniform, you need to email the classroom teacher explaining the reason for the incorrect attire and when the problem will be resolved. Eg My Child ..... is wearing incorrect coloured sport shoes as she has broken her black sport shoe and I expect a replacement pair to arrive in the post by Friday. Signed.....

The wearing of the school uniform is not compulsory in **Kindergarten**. However, if parents choose to dress their children in the school uniform, they are required to wear **full sports school uniform** only, as per the guidelines below. The sports uniform is the more appropriate uniform to wear to allow for movement and outdoor play. The sports uniform can be worn everyday in these pre-compulsory years.

**Pre-Primary** students are required to wear **full sports school uniform** only, as per the guidelines below. The sports uniform is the more appropriate uniform to wear to allow for movement and outdoor play. Coloured Faction shirts are to be worn on Tuesday and Thursday.

## Summer Uniform

### Girls

Blue Checked Tunic (Knee Length).  
School Hat

Black or Blue Sandals (with buckle)  
or

Black School Shoes Lace Up or Velcro fastening for younger students.  
White ankle socks.

### Boys

Blue shirt with school crest.

Grey Shorts.

School Hat.

Black or Blue Sandals (with buckle)  
or

Black School Shoes Lace Up or Velcro fastening for younger students.  
Grey ankle socks.

## Winter Uniform

### Girls

Blue Checked plaid skirt (Knee Length).

Blue Shirt with crest.

Blue zip jacket with crest.

Navy blue knee socks or  
navy blue tights.

Black School Shoes Lace up or Velcro fastening for younger students.

### Boys

Blue Shirt with Crest.

Grey Pants.

Blue zip jacket with crest.

Grey ankle socks.

Black School Shoes Lace up or Velcro fastening for younger students.



**FORMAL SHOE**



**SPORT SHOE**



**SUMMER BUCKLE SANDALS**

## **Sports Uniform**

Girls

Blue skirt or Royal Blue Shorts.

Schools Sports top.

**White Ankle** socks.

School Hat.

**Plain Black sneakers (Velcro permitted).**

School Tracksuit.

Boys

Royal Blue Shorts.

School Sports Top.

**White Ankle** socks.

School Hat.

**Plain Black sneakers (Velcro permitted).**

School Tracksuit.

## **Hair Accessories**

Hair accessories, i.e. ribbons, headbands, clips or scrunchies are either *navy* or *royal blue*.

If no accessories are worn, then black or brown elastics are acceptable.

No other colours can be worn in the hair except on Sport Carnival days or Free Dress days.

No coloured hair spray is allowed on Sport Carnival days

## **Hairstyles**

Hairstyles, in keeping with the concept of Uniform, are expected to be natural and conservative. Students' personal appearance at primary school level should be totally natural. School is not a fashion show and individual styles if allowed, through peer pressure, place demands on other families to provide similar experiences for their children.

Hairstyles must therefore conform to the following standards: -

- Hair is to be clean, off the face (including fringes) and appropriately groomed.
- NO mullets, mohawks, rats tails, zig zag shaving, excessively shaved areas.
- For hygiene reasons, below collar length hair is to be tied back – male or female
- Hair is not to be dyed or coloured.
- No excessive use of hair product.

A Uniform note will be sent home if your child has an incorrect hairstyle. If this is not corrected in a timely manner, a representative from Leadership will contact Parents to discuss

## Cosmetics/Jewellery

- Earrings must be only one pair of plain gold or silver small studs/sleepers with no gemstone. (*see picture below*)
- Thin, gold or silver chain with a catholic religious symbol. Please keep in mind the potential safety issue when children are playing sport.
- Rings and arm or leg bracelets are not allowed.
- Watches should be plain, silver, gold, brown, blue or black.
- Nail polish or make up is not part of the School Uniform



## Uniform Shop

The school provides all the school uniforms for the students. Uniform items are available from the School Uniform Shops at the following times:

***The New Uniform Shop is open Wednesdays and Fridays at 8.15am-8.45am***

The new online ordering system QuickCliq will soon be available. Look out for information on its use via the school website.

***The second-hand Uniform Shop is open on Thursdays at 8.30am-9.00am***

If you have quality school uniforms that your children have out-grown, please donate them to the second hand uniform shop via the school office.



# St Mary's Primary School

## CORE VALUES

*At St Mary's we;*  
*Support one another*  
*Trust one another*  
*Accept one another are*  
*Responsible and*  
*Show respect*