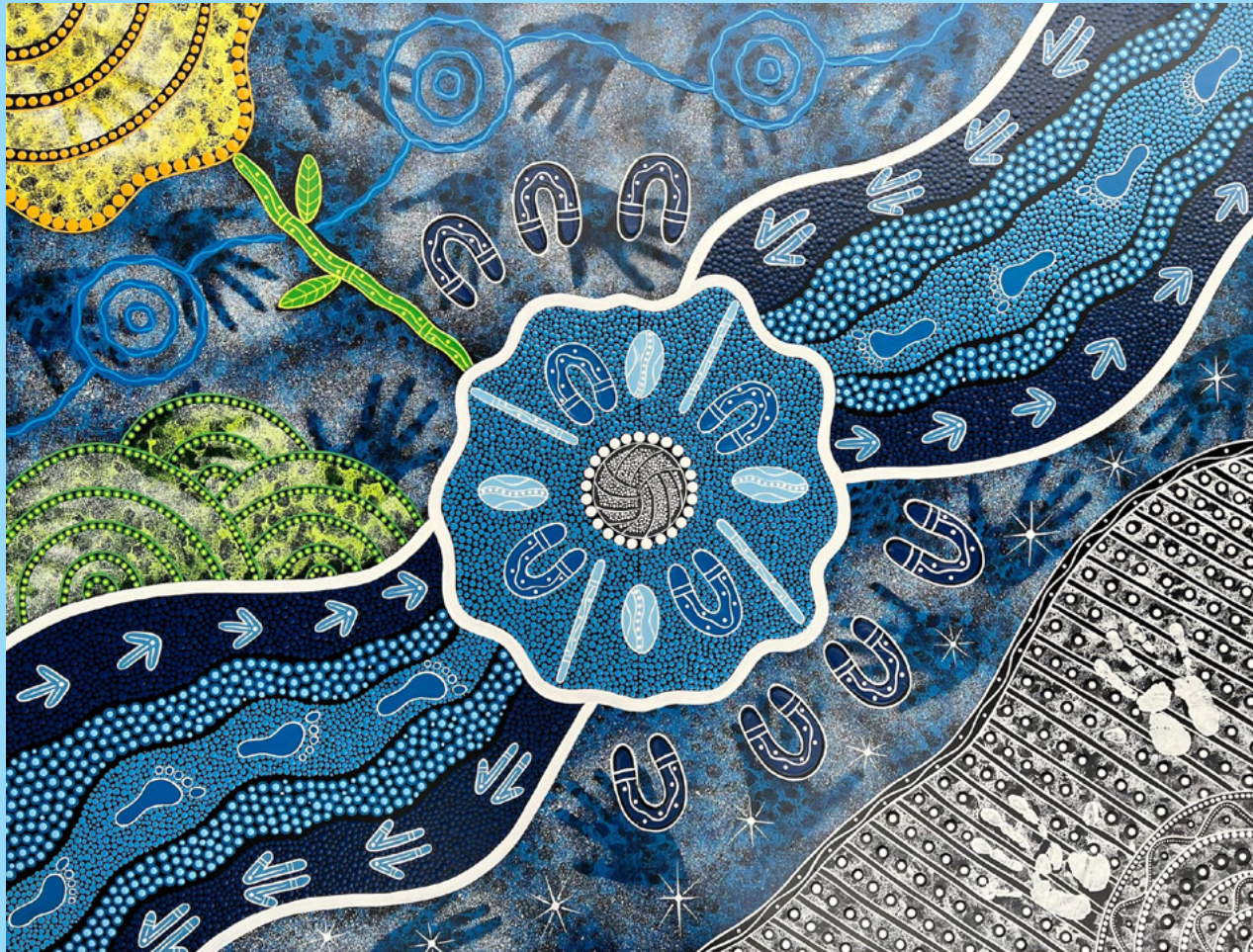




**ST MARY'S
COLLEGE**

EST. 1869

2026 PARENT HANDBOOK



Artwork by David Booth

David is an Indigenous artist, performer, and the director of Imbala Consultancy, specialising in cultural education through workshops and performances. He is a Warumunga/Yuggera man, born on Yuggera country in Brisbane, now living on Peramangk country. He has a strong connection to the Ngarrindjeri/Peramangk people through his partner and children. This commissioned artwork was created in collaboration with our students in 2022 as part of the St Mary's College Netball Academy program. The students desired to design an indigenous-inspired uniform for the Indigenous Netball Round in hopes of starting a conversation and supporting change in our school community.

KAURNA ACKNOWLEDGEMENT

As a community grounded in Veritas, we acknowledge and honour the Kurna people, who have lived and walked and experienced one-ness with this land our College is formed upon.

We remember all Kurna ancestors, and we honour their wisdom and spirituality, that has been passed down and kept alive through their sacred stories for tens of thousands of years. We want to express our deep appreciation for, and recognition of, the stewardship and connection the Kurna people demonstrate with this country. We respond to this gift with the promise to cherish and protect this space in which we are blessed to safely learn, grow and be empowered.

We will care for this land with humble and grateful hearts and through a continued community practising prayer for, service to and study of this Kurna country we share.



Welcome to St Mary's College, a Reception to Year 12 College in the heart of the city, educating girls in the Catholic Dominican tradition since 1869.

Our Dominican Spirit inspires us to be seekers of truth, to be daring and courageous, open-minded and to hold an unwavering commitment to inclusivity and welcome.

Our core purpose is to recognise every girl as she is, her strengths and struggles, her passions and possibilities. Every student at St Mary's College is seen, supported, and free to grow into her full potential.

Guided by veritas, we live our values of Community, Justice and Growth daily, in the relationships we form, the curriculum we teach and in the wrap around support we offer for your child's learning and wellbeing.

The Parent Handbook offers an overview of the leadership of the College, including key contact people who can support you and your daughter. It will direct you to people, processes and systems that enable the day-to-day operations of St Mary's College.

Please contact us with any queries.

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HISTORY

St Mary's College was established in December 1868, when seven Dominican Sisters arrived in Adelaide from Dublin, Ireland. They came in answer to the call of the Bishop of Adelaide, Rt Rev. L.B. Shiel, and took up residence in three small cottages on the corner of West Terrace and Franklin Street.

The doors of St Mary's first opened to students on February 2, 1869, making it the oldest school for girls in South Australia. In 1898, the building, now known as the Boylan building, was blessed and opened.

In 1991, part of the Boylan building was refurbished as a Year 12 area and in 1994 facilities for Music, Drama and Technology were opened.

From the beginning of the 1995 school year, the College has had access to the Convent buildings including the historic Chapel. New primary classrooms, new Art, Science and Home Economics facilities and a Gymnasium on the western end of the property were opened in 1996.

Further developments include the updating of student facilities, increased access to information, communication and technology for all students and the Centre for the Performing Arts which opened in August 2006.

In 2010, the College commenced two separate building projects in alignment with the Federal Government funded Building Education Revolution Project.

The first being the refurbishment of the upper floor of St Catherine's building, where the woodwork and textiles rooms were completely redesigned into a modern Design Suite accommodating the new approach to Design in the Middle School.

The second, and bigger project, was the building of a new Library/Resource Centre, Out of School Hours Care facility and three Junior School classrooms.

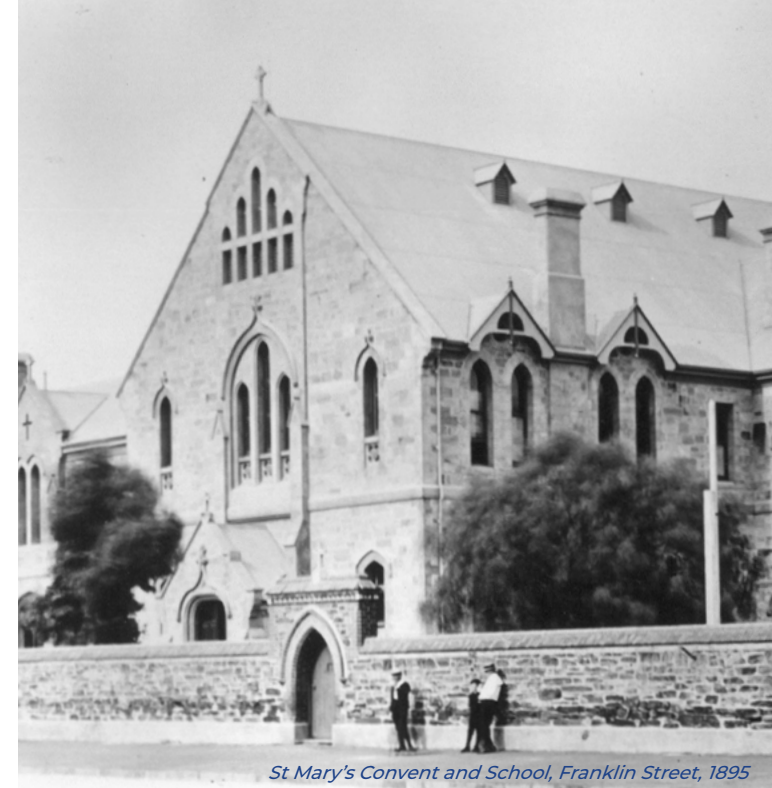
The three rooms are to accommodate the Junior School single stream class structure of Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6. This larger project was completed early 2011 with the Opening Ceremony being held on 5 May 2011.

The latest building project, completed in 2018, saw the development of the Veritas Centre which incorporates the Year 12 Centre and Art classrooms, with a full-sized netball court and other PE facilities upstairs.

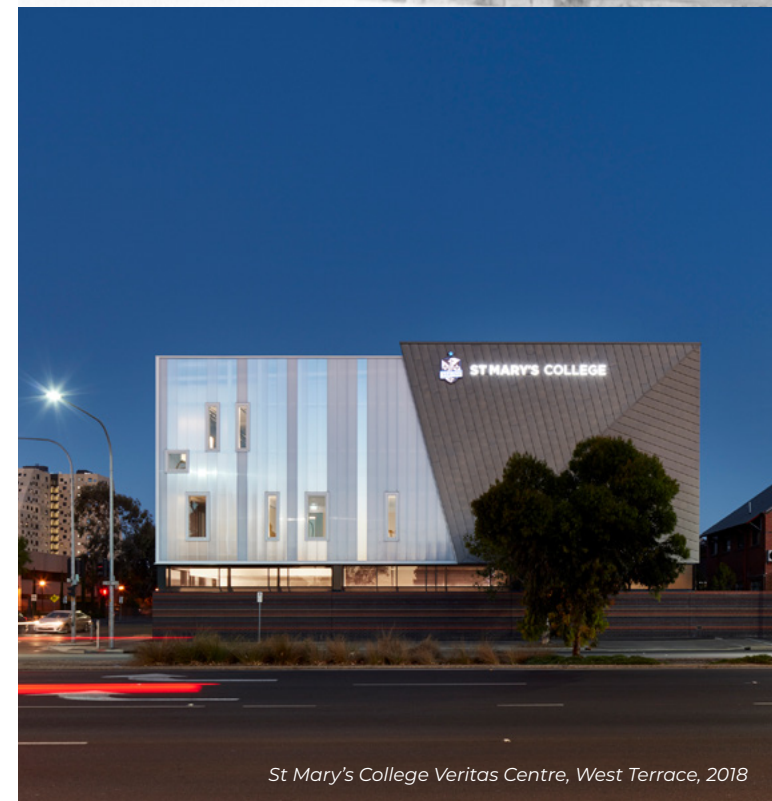
The building project also included the development of a new Front Office at the front of the school, and an upgrade to the Design and Technology facilities.

Subsequently, the old Front Office was transformed into a Student Wellbeing Centre which now houses the Social Work Team.

In 2024, the Student Services Office (SSO) relocated to the Student Wellbeing Centre with the combined space being renamed the Health and Wellbeing Centre.



St Mary's Convent and School, Franklin Street, 1895



St Mary's College Veritas Centre, West Terrace, 2018

COLLEGE GOVERNANCE

DOMINICAN EDUCATION AUSTRALIA

At the request of the Dominican Sisters of North Adelaide, the Dominican Sisters of Eastern Australia, and the Holy Cross Congregation of Dominican Sisters in Adelaide, **Dominican Education Australia** was established by the Catholic Church on 28 January 2015. DEA is a Public Juridic Person (PJP) of Pontifical Right, meaning it has responsibility for both canonical and civil governance.

DEA was officially launched in Adelaide, Sydney and Melbourne during August 2016. DEA exercises oversight of the six educational ministries that have previously been the responsibility of the three founding Congregations. These are:

- [St Mary's College](#), Adelaide SA
- [St Dominic's Priory College](#), North Adelaide SA
- [Cabra Dominican College](#), Cumberland Park SA
- [Santa Sabina College](#), Strathfield NSW
- [St Lucy's School](#), Wahroonga NSW
- [Siena College](#), Camberwell VIC

ST MARY'S COLLEGE BOARD OF DIRECTORS

The Board of Directors are appointed by the Trustees of Dominican Education Australia (DEA) to ensure good governance, to fulfil the statutory obligations as a Director of a Not-For-Profit Company, regulated by the ACNC, and to support and enhance the Catholic, Dominican identity and mission of the College.

Bruno Vieceli is the Board Chair
boardchair@stmarys.sa.edu.au

CATHOLIC EDUCATION SOUTH AUSTRALIA

St Mary's College works in collaboration with Catholic Education South Australia and the South Australian Commission for Catholic Schools.



COLLEGE LEADERSHIP TEAM

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Heidi Senior
Principal
heidi.senior@stmarys.sa.edu.au



Michelle Arthur
Director of Junior School
michelle.arthur@stmarys.sa.edu.au



Tracey Thursby
Deputy Principal: Learning, Practice and Achievement
tracey.thursby@stmarys.sa.edu.au



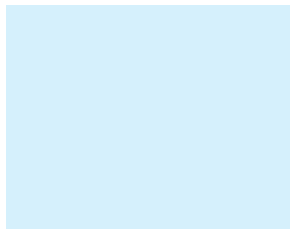
Celeste Jordan
Director of Middle School
celeste.jordan@stmarys.sa.edu.au



Chris Martin
Deputy Principal: Community, Wellbeing and Standards
chris.martin@stmarys.sa.edu.au



Christina Kilishiri
Director of Senior School
christina.kilishiri@stmarys.sa.edu.au



Sharon Scensor
Director of Business
sharon.scensor@stmarys.sa.edu.au



Georgie Amadio
Director of Personalised Learning
georgie.amadio@stmarys.sa.edu.au



Bronwyn Ridley
Director of Mission
bronwyn.ridley@stmarys.sa.edu.au



Nina Junin
Director of Marketing and Advancement
nina.junin@stmarys.sa.edu.au

LEADERSHIP SUPPORT ROLES

There are a range of teaching staff in the College who hold a Position of Responsibility (POR). These positions are in place to:

- Support the learning, wellbeing and wrap around support for students.
- Enhance our work in evidence informed teaching practice and early intervention for all learners.
- Lead extra-curricular programs.
- Nurture student leadership.
- Foster awareness raising the community outreach.
- Build a strong culture of learning that happens inside and outside the classroom and within and beyond the structured timetable.

ASSISTANT DIRECTORS

Junior School	Nicole Polisen Assistant Director of Junior School nicole.polisen@stmarys.sa.edu.au
Middle School	Stephanie Morbidelli Assistant Director of Middle School stephanie.morbidelli@stmarys.sa.edu.au

YEARS 10 AND 11 YEAR LEVEL COORDINATORS

Year 10	Alessandra Miles alessandra.miles@stmarys.sa.edu.au
Year 11	Lucy Anderson lucy.anderson@stmarys.sa.edu.au

LEARNING AREA LEADERS

The Learning Area Leaders lead the development of teaching, learning and assessment in their learning areas. They can support with subject related concerns and advice about learning pathways.

Arts	Rhiannon Davis rhiannon.davis@stmarys.sa.edu.au
English	Ceri-Ann Williams ceri-ann.williams@stmarys.sa.edu.au
Health and PE	Michelle Darby michelle.darby@stmarys.sa.edu.au
HASS	Kathryn Pill kathryn.pill@stmarys.sa.edu.au
Languages	Catrina Tridente catrina.tridente@stmarys.sa.edu.au
Mathematics	John Absolon john.absolon@stmarys.sa.edu.au
Religious Education	Karina Baker karina.baker@stmarys.sa.edu.au
Science	Emma Beukema emma.beukema@stmarys.sa.edu.au
Technologies	Giovanna Iannicelli giovanna.iannicelli@stmarys.sa.edu.au



Leadership Support Roles

SPECIAL PROGRAM COORDINATORS R-12

The Special Program Coordinators lead programs and initiatives to support the diverse learning and wellbeing needs of students, along with the rich extra-curricular opportunities and student leadership initiatives offered at St Mary's College.

Anna Fontanelli
SACE Coordinator
anna.fontanelli@stmarys.sa.edu.au

Eileen McCabe
Teacher Librarian
eileen.mccabe@stmarys.sa.edu.au

Suzanne Megaw
Career Education Leader
suzanne.megaw@stmarys.sa.edu.au

Faith Life and Mission

Karina Baker
Leader of Faith Life and Mission
karina.baker@stmarys.sa.edu.au

Extra-Curricular

Hamish Buckley
Head of Music
hamish.buckley@stmarys.sa.edu.au

Alex Mantis
Music Technology and Music Administration ESO
alexandra.mantis@stmarys.sa.edu.au

Michelle Darby
Coordinator of Sport
michelle.darby@stmarys.sa.edu.au

Sarah Balkwill
Coordinator of Sport Administration
sarah.balkwill@stmarys.sa.edu.au

DAILY ORGANISER ESO

The Daily Organiser ESO is responsible for the day-to-day organisation, communication and coordination of all teaching staff and students. This person is the key contact for all matters related to the Learning Management System SEQTA.

Daily Organiser ESO
daily@stmarys.sa.edu.au

CARE GROUP TEACHERS

All students are in a Care Group with a Care Group Teacher.

The Care Group Teacher is a good first point of contact for your child.

Any concerns related to absence, wellbeing and academic progress can be directed to the Care Group Teacher who will be able to support with the concern, or loop in the relevant subject teacher or leader.

JUNIOR SCHOOL

Reception	Amanda Shattock amanda.shattock@stmarys.sa.edu.au
Year 1	Eliza Stoyanoff eliza.stoyanoff@stmarys.sa.edu.au Dina Tseregounes dina.tseregounes@stmarys.sa.edu.au
Year 2	Olivia Tosh olivia.tosh@stmarys.sa.edu.au
Year 3	Terry Cooper terry.cooper@stmarys.sa.edu.au Dina Tseregounes dina.tseregounes@stmarys.sa.edu.au
Year 4	Sue Milne sue.milne@stmarys.sa.edu.au Dina Tseregounes dina.tseregounes@stmarys.sa.edu.au
Year 5	Nicole Polisena nicole.polisena@stmarys.sa.edu.au
Year 6B	Matthew Pastro matthew.pastro@stmarys.sa.edu.au
Year 6W	Olivia Angel-Keys olivia.angel-keys@stmarys.sa.edu.au

MIDDLE SCHOOL

Year 7B	Leanne Fry leanne.fry@stmarys.sa.edu.au
Year 7G	Neisha Pozniak neisha.pozniak@stmarys.sa.edu.au Pat Litchfield pat.litchfield@stmarys.sa.edu.au
Year 7W	Suzanne Zientara suzanne.zientara@stmarys.sa.edu.au Michelle Darby michelle.darby@stmarys.sa.edu.au
Year 8B	Alexandra Stubberfield alexandra.stubberfield@stmarys.sa.edu.au
Year 8G	John Absolon john.absolon@stmarys.sa.edu.au
Year 8W	Kate Pill kathryn.pill@stmarys.sa.edu.au
Year 9B	Hannah Schwarz hannah.schwarz@stmarys.sa.edu.au
Year 9G	Racheal Ki racheal.ki@stmarys.sa.edu.au
Year 9W	Jack Garratt jack.garratt@stmarys.sa.edu.au

SENIOR SCHOOL

Year 10B	Matthew Williamson matthew.williamson@stmarys.sa.edu.au
Year 10G	Giovanna Iannicelli giovanna.iannicelli@stmarys.sa.edu.au
Year 10W	Courtney Lovering courtney.lovering@stmarys.sa.edu.au Rhiannon Davis rhiannon.davis@stmarys.sa.edu.au
Year 11B	Lucina Loro Parham lucina.loroparham@stmarys.sa.edu.au
Year 11G	Danielle Tanti danielle.tanti@stmarys.sa.edu.au
Year 11W	Sharon Clements sharon.clements@stmarys.sa.edu.au
Year 12B	Karina Baker karina.baker@stmarys.sa.edu.au Dominic Yoon dominic.yoon@stmarys.sa.edu.au
Year 12G	Emma Stockman emma.stockman@stmarys.sa.edu.au Anna Fontanelli anna.fontanelli@stmarys.sa.edu.au
Year 12R	Chelsea Mardle chelsea.mardle@stmarys.sa.edu.au
Year 12W	Emma Ward emma.ward@stmarys.sa.edu.au

SCHOOL AND FAMILY PARTNERSHIP: COMMUNICATION AND LEARNING

A strong partnership between home and school will support the learning and wellbeing of your child. Communication is the cornerstone of our partnership with families, and SEQTA is the tool used to facilitate this connection.

SEQTA is the College Learning Management System. Teachers use SEQTA as the core tool for teaching, learning, assessment, pastoral care documentation, and communication. Students access this via SEQTA Learn and the parent portal is SEQTA Engage.

All information related to your child's learning and wellbeing, communication with the College, and extra-curricular activities is shared via the parent portal. It is a vital tool for all families/caregivers to access.

We can facilitate access for both parents/caregivers and encourage this in order to support your child most effectively.

SEQTA ENGAGE

Our Learning Management System acts as a "one stop shop" to connect families to learning in a clear and accessible way. Through SEQTA Engage, families/caregivers can stay up to date and be informed in the following ways:

- Lesson outlines, resources and instructions are available for students in Years 4-12. This allows students to keep up to date with their learning if they are absent for short periods of time. It also allows families/caregivers to be looped into the overall learning program for specific subjects.

- Homework is posted on SEQTA so that students can organise their time, consolidate their learning and keep up to date. Families/caregivers can also see homework for subjects when it is set.
- Assessment is managed through SEQTA;
 - » Teachers release due dates for assessment tasks in advance.
 - » Students submit their work by uploading tasks to the platform.
 - » Teachers provide assessment feedback in the form of a grade and a comment with a rubric.

The SEQTA Engage Parent portal page can be accessed at the following link:

[St Mary's College SEQTA Parent Portal](#)

For help in activating your account, please contact the Daily Organiser ESO at daily@stmarys.sa.edu.au

You can then create your own account, username and password.

SEESAW

Junior School families/caregivers with children in Reception to Year 4 can also connect with learning through Seesaw. Seesaw gives families/caregivers a window into what is going on in the classroom. The teachers use the platform to share classroom messages and important notices, and the students use it to create, collaborate and share the work they do daily. Students "show what they know" using photos, videos, drawings, text, PDFs, and links.



TEACHING, LEARNING AND ASSESSMENT

We create a learning environment that enables all students to thrive.

Our diverse curriculum, and strong programs in The Arts, Health and Physical Education, STEM and Flexible Learning and Innovation, means that there is a place for everyone at St Mary's College. Learning is for personal growth and development, through the dispositions of curiosity, creativity, reflection, resilience and the capacity to embrace challenge. We want our students to make the world a better place.

GIRLS EDUCATION

Students are empowered to have voice and agency in their learning. Our learning environment is focused, rigorous and respectful. Students are engaged with their teachers and want to learn. The culture is collaborative and supports individual and collective learning growth. We challenge all students to excel.

RELATIONSHIPS AND LEARNING

Our restorative culture means that relationships come first. Every teacher knows their students as a person and as a learner; this shapes the teaching and learning culture throughout the college. We work with students using a high support/high challenge framework to create optimal conditions for growth and development.

INCLUSION AND ENRICHMENT

We know that the teacher has the biggest influence on student learning outcomes. Collectively, we work to understand our impact as educators and plan targeted intervention or enrichment. We ensure that all students develop the essential skills in literacy and numeracy necessary as a foundation for all learning. We connect with the city precinct and community partnerships to enhance the learning experiences within and beyond the classroom.

At all year levels learning and assessment programs are underpinned by the Australian Curriculum, SACE and Crossways: Religious Education for Catholic Schools in South Australia.

ASSESSMENT AND REPORTING

All students receive a written report at the end of each semester. These reports are based on continuous and varied assessment tasks reflecting the following:

- Achievement measured as A+ to E- grades against the Australian Curriculum standards for Years 1–10, or SACE performance standards for Years 11 and 12. Reception reports do not include A+ to E- grades as per the School Assistance Act. For some students on Personalised Plans for Learning (PPL), achievement is measured on the progress the student has made towards their individual learning goals.
- Engagement in classroom activities with peers and learning tasks.
- Personal responsibility in being prepared for lessons, acting on feedback and completing tasks.

LEARNING REVIEWS

Twice a year, families/caregivers are formally invited to connect with Subject Teachers and Care Group Teachers.

These learning conversations provide a space where the family/caregivers, student and teacher can discuss progress, what is working well, what are the next steps and what needs to be in place to support continued learning growth. Holding the Learning Reviews early in Term 2 and late in Term 3 allows time for meaningful conversations based on evidence to take place.

If parents/caregivers want to discuss a specific learning matter outside Learning Reviews, the first point of contact is the Subject Teacher.



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For broader concerns about learning the Care Group Teacher is a good person to connect with and they can re-direct your concern to the appropriate staff member. SEQTA Direct Messaging, or email can be used to make contact. Staff will return communication within 24 Hours.

If there is a serious concern about learning, families/ caregivers can contact the Sub-school Director, Assistant Director of Junior or Middle School, Learning Area Leader, Year Level Coordinator or the Director of Personalised Learning.

INCLUSIVE EDUCATION

St Mary’s College is an inclusive school community in which every student, staff and community member feels seen, heard and experiences a sense of belonging. We understand that to be truly inclusive for all, we must actively nurture understanding, empathy and openness through education and dialogue with our staff, student, and parent/caregiver communities.

At St Mary’s we use the language of ‘wrap around support’ to describe our approach.

Wrap around support means that:

- We proceed from an understanding of the interconnection between learning and wellbeing.
- We seek to engage family and, where applicable, allied health support to understand and meet the needs to students.
- We commit to a collaborative process whereby key College staff engage in an intensive cycle of monitoring, reviewing and planning to assist in meeting the individual needs of students.

Our Inclusive Education approach enables diverse education pathways that both support and extend the learning of all students.

Our Intervention programs are put into place based on data and assessment. Our Literacy Intervention program in the Junior and Middle School ensure that all students develop the essential skills in literacy as a foundation for all learning.

For students requiring support with their learning and wellbeing a Case Manager is designated to a student to ensure that there is a coordinated approach and follow up. The Case Manager will be allocated according to a range of factors such as ability to relate to the student, family/caregivers and the level of skills required for the case management process.



The Case Manager is the person responsible for the wrap around support process.

The Case Manager advocates for the student’s needs by communicating with family/caregivers and service providers, with teachers and through referral where necessary.

An important component of the wrap around support model is the development of the Personalised Plan for Learning (PPL). It is a collaborative process between the student, family/caregiver and the College to develop the PPL.

It sets out a student’s needs, their educational and wellbeing goals, connections with Allied Health and other support, and the strategies that will enable students to access the curriculum.

Tasks connected with the PPL include gathering the teaching team to develop and implement the PPL, gathering the key people working with the student for consultation and review before PPL meetings, connections with counsellors, career support and other school resources as needed.

RELIGIOUS EDUCATION AND FAITH FORMATION

Religious Education is a core component of the curriculum from Reception to Year 12. The curriculum is developed using the Crossways Framework, developed by Catholic Education SA for schools in South Australia.

Our Retreat program nurtures the spiritual formation and development of students. Retreats offer experiences that give students the opportunity to step away from their regular lives for a short time to connect with each other, God and their peer community.

As a school community, we gather for prayer and liturgy throughout the year. Prayer happens during morning Care Group time and as a whole school in Friday morning Stillness Moments.

BELL TIMES AND TERM DATES

The school day begins promptly at 8.45 am. All students R-12 need to be at school by 8.40am so they are ready for when classes begin. Punctuality is an important life skill that parents/caregivers can support their children to develop from an early age. Being in class as the day begins allows students to connect with their teacher and peers and prepare themselves for learning.

TERM DATES AND PUPIL FREE DAYS 2026

Term dates	
Term 1	Tuesday 27 Jan – Thursday 2 Apr
Term 2	Tuesday 28 Apr – Friday 3 Jul
Term 3	Monday 20 Jul – Friday 25 Sep
Term 4	Monday 12 Oct – Thursday 3 Dec

Pupil free days	
Term 1	Tuesday 7 April - Friday 10 April
Term 2	Monday 27 April
Term 3	Monday 14 September
Term 4	-

MONDAY

On Mondays, school concludes at 2:30 pm. Staff are engaged in professional learning on Monday afternoons.

The Franklin Street gate is supervised until 3.00pm for pick up; OSHC is available for Junior School students without charge until 3.30 pm. Students in Year 7-12 may access the library as usual until 4.30 pm.

Monday	
Care Group	8.45 am – 9.00 am
Lesson 1	9.00 am – 9.45 am
Lesson 2	9.45 am – 10.30 am
Recess	10.30 am – 10.50 am
Lesson 3	10.50 am – 11.35 am
Lesson 4	11.35 am – 12.20 pm
Lunch	12.20 pm – 1.00 pm
Lesson 5	1.00 pm – 1.45 pm
Lesson 6	1.45 pm – 2.30 pm

Tuesday – Friday	
Care Group	8.45 am – 9.00 am
Lesson 1	9.00 am – 9.45 am
Lesson 2	9.45 am – 10.30 am
Recess	10.30 am – 10.50 am
Lesson 3	10.50 am – 11.35 am
Lesson 4	11.35 am – 12.20 pm
Lesson 5	12.20 pm – 1.05 pm
Lunch	1.05 pm – 1.45 pm
Lesson 6	1.45 pm – 2.30 pm
Lesson 7	2.30 pm – 3.15 pm



COLLEGE UNIFORM

Uniform items are outlined in brief below. The full uniform policy can be found on the [SEQTA Parent Portal](#).

Students R – 12	Summer	Winter
Summer dress or dark navy shorts	●	
Striped skirt or dark navy trousers		●
Long or short sleeve shirt	●	●
Tie	●	●
Blazer	●	●
Jumper	●	●
Opaque navy tights (denier 50+)		●
White socks (long) R–12	●	●
Black lace-up flat school shoes	●	●
Scarf (optional)		●
School bag	●	●
Bucket or legionnaires hat	●	●
Head Scarves (hijab) White or Navy Blue only	●	●

Alinta Apparel supply the school uniform. It can be ordered either online or in person via the shop outlet 383 Grange Road, Findon.

To apply for an online store account, parents/carers need to go to shop.alintaapparel.com.au select 'Uniform Shop Login', select St Mary's College and fill out the registration form.

Order for Click and Collect from the Uniform Shop or home delivery to your nominated postal address. Online orders will be packed in the Uniform Shop and available for collection on the next opening day.

Online orders can also be delivered to the College and collection from the Reception/Front Office, there is no delivery charge.

Fitting appointments can also be made online.

Any further questions, please contact Alinta Apparel on 8447 2077 or you can email info.sa@alinta.com



GENERAL INFORMATION A TO Z

ABSENCES AND ATTENDANCE

To ensure the safety and wellbeing of our students, we request that parents/caregivers promptly notify the College of any absences, late arrivals, or early departures.

Absences or Late Arrivals

Please notify the College by 9:30 am using the following method:

SMS: Text the Absentee Line at 0417 061 357.

Please include: Date, Student's name, Year level and Reason for the absence or lateness.

If your child is arriving late or departing early, please indicate the approximate time of arrival or departure in your SMS. Upon returning to school, students should provide a written note to their Care Group Teacher explaining the absence. This note must be signed by a parent/caregiver.

Unexplained Absences

For students in Years 6-12, the College uses an SMS notification system to inform parents/caregivers of any unexplained absences.

Notifications will be sent between 10:00 am and 11:00 am, with follow-up notifications sent at the end of the school day via SEQTA.

Extended Absences

For absences exceeding five days, parents/caregivers are required to complete the [Exemption Form](#) and submit it to the relevant Sub-School Director or Year Level Coordinator.

Study Leave (Year 12)

Year 12 students have flexible Study Leave arrangements. They may work from home during study periods and are required to record their movements on and off campus using the Senior School kiosk.

ACCIDENTS

In the event of an accident involving a student, every effort will be made to obtain the proper medical treatment.

If treatment is required from either the family doctor or a hospital, the school will endeavour to contact the parents/caregivers immediately.

All students are covered for the cost of emergency ambulance transport resulting from accident or injury while participating in school activities. Please note, students with pre-existing medical conditions will need to have in place their own ambulance cover.

All students receive insurance cover via the Catholic Church Insurance School Care program. School Care is a student accident insurance policy specifically designed for schools. The policy provides benefits for a range of non-Medicare medical services, such as dental and physiotherapy costs, which are incurred because of an accident during a school activity.

Additional expenses such as medical expenses (allowable by law), emergency transport, home tuition and school fee relief are also payable under the policy. Further information is available from the **School Care hotline 1300 138 498**

If parents/caregivers cannot be contacted, the emergency contact person will be contacted, and the school will obtain the necessary treatment and contact the parents/caregivers as soon as possible. In all cases requiring an ambulance, a member of staff will accompany the student and stay with them until either the parents/caregivers arrive or the student returns to school.

BIG SISTER PROGRAM

Moving from the primary years into Year 7 can be a big change for students. Our Year 10 Big Sisters buddy with the younger students to help ease the way and provide friendly support to navigate transition.



General Information A–Z

BYOD

St Mary's College is a Bring Your Own Device school, supporting both macOS and Windows devices. Students from Year 5 to Year 12 bring a laptop to school as part of the Bring Your Own Device (BYOD) program. When required, the College provides students from Reception to Year 4 (in-class only) with a college-supplied iPad. Further information about BYOD can be found at [St Mary's College Bring Your Own Device](#).

CAMPS AND RETREATS

Camps and Retreats are a compulsory part of the learning experience at school; they are therefore built into the fee structure. Outside the formal classroom setting, students have the opportunity to deepen friendships, build independence, resilience, learn new skills and have fun with their peers. Camps and Retreats enhance connection to community.

Annual Camps and Retreats	
Year 4	Active Education Camp
Year 5	Ballarat Camp*
Year 6	Canberra Citizenship Camp*
Year 7	Woodhouse Orientation Camp
	Retreat (venue varies)
Year 8	Victor Harbour Orientation Camp
	Retreat (venue varies)
Year 9	Outdoor Education Camp Grampians*
	Retreat (venue varies)
Years 10–12	Mylor and Belair Retreats

Our Retreat Program offers an opportunity for students to connect with nature and each other, know themselves and others in deeper ways, take time to be still, and to nourish and grow in their faith and spirituality.

Cultivating spaces for quiet and for spiritual formation are important development opportunities in our busy and complex lives.

CANTEEN

Lunches are ordered online (before 8.30 am) or bought from the canteen during recess or lunch via the following link rorys.com.au. The canteen is open before school, during recess and lunch time.

Students will need cash or key card to access the canteen given that mobile phones are not to be removed from lockers during the school day.

CHANGE OF CONTACT DETAILS

Parents/caregivers are asked to keep the College informed of any change of address, telephone numbers or family circumstances by updating details on Consent2Go or contacting Reception/Front Office. This is most important in cases of emergency.

COMPLAINTS

The Complaint Response and Resolution Procedure explains the measures available to respond and resolve complaints from parents/caregivers, old scholars and members of the public. This procedure can be found on the College website. *For student grievances please see [page 18](#).*

CURRICULUM HANDBOOK

The St Mary's College Curriculum Handbook outlining the diverse range of subjects available across year levels can be found on the St Mary's College website.

ENROLMENT

A link to the Enrolment Form can be found on our College website. Word of mouth referral is our greatest source of new enrolments; please tell your friends and family about us!

Siblings enjoy priority of enrolment at St Mary's College; you need to ensure their names are on the waiting list.

Enrolment interviews generally happen 2 years prior to the year of commencement.

Parents/caregivers are advised that one full term's notice must be received in writing and addressed to the principal when intending to withdraw their daughter from the College. This means if the student is exiting at the end of the school year, notice must be given before the start of Term 4.

An exit form and survey will be provided to parents/caregivers prior to the students' final school day and must be completed and returned to the College for processing. Families will also be encouraged to have a conversation with a member of the Leadership Team.

EXCURSIONS

Excursions are an important part of learning programs and are enhanced by our city location.

Parents/caregivers are provided with all details of a proposed excursion and are asked to check and update, if necessary, the recorded contact and medical information for their child/children before giving consent.

For those excursions within proximity of the College, parents/caregivers need to simply accept the notification sent.

The excursion procedure is fully electronic and uses Consent2Go. An invitation to update the medical and contact details for their child/children will be emailed from Consent2Go to all parents/caregivers at the beginning of each school year.

EXTRA-CURRICULAR AND LUNCH TIME ACTIVITIES

Curriculum Extension Activities (CEA) occur outside formal classroom lessons.

The CEA program contributes significantly to the life and culture of St Mary's College and is an important way for students and parents/caregivers to become involved in the community and to forge stronger connections with one another and with the College.

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Students come together to represent the school, often across year levels, at events and competitions outside of school, along with whole College gatherings before or during school.

It provides opportunities for students to have rich learning experiences that develop their confidence in a safe environment where they can try new things.

Activities are advertised via the SEQTA Daily Notices. Each activity is coordinated by a staff member who keep students and parents/caregivers up to date with the arrangements.

Depending on student interest and staff availability the following range of activities may be offered from year to year: Debating, Mock Trials, Community Environment Groups, Book Club, History and Politics Club, Girl Up, Unwind, Run Club, Year 7 Lunchtime Club, and Behind the Franklin.

Music Ensembles

St Mary's College offers a variety of Music Ensembles including Junior/Middle/Senior Choirs and Rock Bands, Vocal Jazz, Funk Band, Concert Band, Studio Orchestra, Chamber Group, Junior String/Percussion/Cello/Flute/Saxophone Ensembles, String Quartet and Liturgical Music Ensemble.

Sport

Most sporting competitions take place out of school hours, mainly on Wednesday afternoons and may include Athletics, Badminton, Basketball, Beach Volleyball, Cross Country, Football, Netball, Soccer, Swimming, Tennis, Touch Football and Volleyball.

FEES

The **Finance Office** is available for confidential assistance with matters related to fees.

For more information, please contact the Finance Office at accounts@stmarys.sa.edu.au to arrange a meeting time.

Tuition Fees will be invoiced in January each year with flexible payment options. Further information can be found at [St Mary's College Fees](#).

The School Card scheme offers financial assistance with school fees. To apply for School Card, contact the College Finance Team for a form.

For further information on School Card please refer to the *Fee Schedule and Policy* which can be found on the [SEQTA Parent Portal](#).

GRIEVANCE PROCEDURE - STUDENTS

When students feel unsafe, worried or distressed about something that has happened, they are supported to speak with a trusted adult.

The St Mary's College Student Grievance Procedures for Reception–Year 3 and Years 4–12 apply for situation with peers, other students and adults. We encourage and support students to speak up.

The Procedures can be found on the [SEQTA Parent Portal](#).

HEALTH AND WELLBEING CENTRE

The Health and Wellbeing centre is where students can access support from the Social Work Team and also receive first aid and medications from the Student Services Support Officer.

Social Work Team

The Social Work Team support students in addressing a range of social, emotional, and psychological needs.

The centre provides students with an opportunity to reflect on what is happening and how they feel and offers a wide range of resources and strategies to address these concerns.

The Health and Wellbeing Centre also includes a breakout space with a range of sensory aides to support emotional regulation.

Student Services

The Student Services Officer, located in the Health and Wellbeing Centre, is the contact point for student related health and medical issues. **Student Services Officer 8216 5715.**

HOMEWORK

At St Mary's College, we recognise and value the learning that takes place outside of the classroom, both within and outside of school hours.

We also appreciate the need for students to have time with their families and time to pursue the extra-curricular activities that are central to the development of the whole person.

Within this context, students are asked to complete work outside of lesson times for a range of reasons:

- To help them develop the capacity to work independently.
- To develop skills in time management and personal responsibility.
- To consolidate the learning that takes place in classroom time.
- To provide an opportunity for students to communicate with their parents/caregivers about their learning.

The length of time required to complete homework and the nature of homework tasks are dependent on the student's age and their individual learning needs.

If homework is becoming a source of concern for a student or her family, parents/caregivers are encouraged to contact the subject teacher or Care Group Teacher.

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As a guide the maximum time allocation for homework per week:

Junior School	
R-Year 2	20 minutes per week + daily reading
Year 3	40 minutes per week + daily reading
Year 4	60 minutes per week + daily reading
Year 5	80 minutes per week + daily reading
Year 6	100 minutes per week + daily reading

Middle School	
Year 7	Maximum of 40–60 minutes per night
Year 8 and 9	Maximum of 60 minutes per night

Senior School

Homework for senior students is a time to continue working on long term tasks such as inquiries and investigations that could stretch over a whole term (or in some cases, a semester). Alternatively, homework may also take the shape of summary notes or revision in preparation for a test or exams.

Senior students may need to use time outside the classroom to conduct research such as interviews or attend performances. For senior students, homework shifts to a study plan which will look different for each student.

The focus moves away from prescriptive timed tasks set by teachers to an opportunity for students to manage their time to complete learning tasks.

HOUSE TEAMS

All students join a House Team for sport and cross school community.

The House Teams are named after key saints in the Dominican tradition.

Catherine – Yellow

Be who God meant you to be and you will set the world on fire.

Catherine was born in Siena and became a lay Dominican at the age of 18. She served the poor and sick of Siena with devotion.

Catherine was a prolific letter writer who wrote to princes, church leaders, papal representatives and even the Pope. She used her voice to influence people in power to live the mission of the gospel fully. Catherine was driven by her own deep faith and mystical connection to Christ.

St Catherine was canonized in 1461 and in 1970 received the honour of being named a Doctor of the Church.

Dominic – Green

How can I study on dead skins while the poor are dying of hunger?

Dominic de Guzman (1170–1221) is the founder of the Dominicans, known as the Order of Preachers. He saw a need to come out from behind the walls of monasteries, and to meet people where they were at, in the marketplaces, in the streets, and to engage in the reality of people's lives. Prayer and study were foundational.

When Dominic was studying in Palencia, he sold his precious scrolls to feed the poor, as he understood the significance of both contemplation and action. He created a democratic governance structure, as he valued the voice of each person, creating a community where they sought the truth together. Pope Honorius III gave Dominic confirmation of the Order in late December 1216. Dominic was canonised in 1234.

Mary – Blue

But Mary treasured up all these things and pondered them in her heart (Luke 2:19).

Mary, Mother of God is the patron of the Dominican Order. According to scripture, Mary was a young Jewish woman from Nazareth. She said yes to being the mother of Jesus of Nazareth. Mary is recognised as the first disciple. She was with Jesus throughout his ministry and present through his suffering and death, never leaving his side. Mary shows us the values of courage and faithfulness.

Thomas – Red

The things that we love, tell us what we are.

Thomas Aquinas (1225–1274) is one of the greatest theological thinkers, writers, and teachers in the Christian tradition. He became a Master of Theology in 1257 in recognition of his superior intellectual qualities.

Thomas believed that all of life is a search for God. His theology was grounded in his own time and context, and he courageously tackled the questions of this age and teaches us that we can do the same – be fearless in raising questions, and thorough in searching for answers.

Thomas was canonised in 1323 and named a Doctor of the Church in 1567.

IDENTITY/LIBRARY CARDS

R–6 students are issued with a bar-coded, photo ID/library card on commencement at the College. This card is valid until the child finishes Year 6 and is left in the Susan Sullivan Library for safekeeping.

Students in Years 7–12 are issued with a bar-coded, photo ID/library card annually. This card is used for accessing Library resources and as a means of identification by public transport operators.

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Students in Years 7–12 are responsible for the safekeeping of their own card. If students lose their ID card, they need to contact the Daily Organiser ESO daily@stmarys.sa.edu.au and order another one.

IMMERSION PROGRAMS

The College offers Year 11 students the opportunity to participate in two Justice Immersion Programs. Each of the experiences, in unique ways, are transformative experiences for the young people involved.

Students are selected for the immersion experience via an application and interview process. They must demonstrate personal resilience, a capacity for independence and the ability to cope in unfamiliar and sometimes challenging environments away from familiar support networks. Each immersion requires commitment to pre-trip preparation and learning.

Cambodia

The Cambodian Pilgrimage is an opportunity for a group of Year 11 students to become immersed in situations that enhance their perspectives of justice, charity and compassion, while supporting the English speaking and writing skills of young Cambodians.

The primary focus of the trip is providing service and working with students and teachers in a variety of settings in Battambang.

Several days are devoted to working with Cambodian teachers, students and children who are supported by the Providence Sister, under the guidance of Sister Sopheak and the Friends For All Children Foundation.

Kenmore Park

The Kenmore Park Lands Trip is an immersion experience offered to a group of Year 11 students who will travel with staff by four-wheel drive to Kenmore Park Anangu School in the APY Lands.

Kenmore Park is approximately 1400km north-northwest of Adelaide and approximately 45km south of the Northern Territory border.

During this immersion experience, students and teachers engage with the Anangu children of Kenmore Park through involvement in classroom activities at the local school.

The group also make a 328km journey to explore the beauty and Tjukurpa (The Dreaming) of Uluru. Year 11 students experience various cultural traditions during their time in Kenmore Park.



LATE ARRIVAL

Students are expected to be at school and seated in their Care Group classroom by 8.45am. Students arriving after this time will be recorded as being late.

Students arriving after 9 am must sign in at the Reception/Front Office or the Senior School kiosk located in the Veritas Centre.

If there is a trend of recorded unexplained late arrivals, the Care Group Teacher sends home a notification to parents/caregivers via a SEQTA notification.

LEAVE PASSES

Students in Years 7–12, may only leave the College grounds during school hours to attend appointments with permission of their parents/caregivers.

A call can be made to the Student Services Officer **8216 5715**, or an email sent to the student's Care Group Teacher or Year Level Coordinator/Sub-School Director with the reason why the student needs to leave school, and the time of leaving and anticipated return. SEQTA is then updated to reflect this.

Students in R–6 will only leave the school accompanied by an adult. Junior School parents/caregivers are asked to wait at Reception/Front Office to collect their daughters.

LOCKERS

Each student from Years 7–12 is issued with a locker and combination padlock or key (Year 12s) for storage of their books and personal belongings. If the padlock or key is lost during the year, a replacement fee will be charged. Please note that no other padlocks are to be used.

Students are to carry only what they need for each lesson block. School bags should be left in lockers. Students should not give details of the personal padlock combination to any other student.

LOST PROPERTY

Enquiries about lost property can be made via the Student Services Officer. Please label all student belongings to minimise lost items.

MEDICATION

Provision is made at school for a sick room. However, if a student is obviously unwell before leaving home, it is recommended that they be kept home, and the school informed of their absence. This is critically important if they are showing cold and flu like symptoms.

Students are only able to wait in the sick room for a maximum 45 minutes, after which time, parents/caregivers will be contacted to come and collect their daughter.

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The school is not able to supply medication for students. If a student needs to take medication at school a note must be provided by the parent/caregiver or legal guardian and, where applicable, a doctor's authority to notify the school of the need to be taking medication.

Medication remains at the Student Services Office unless prescribed to stay with the student. All medication is administered in the Student Services Office, under the supervision of a staff member and then documented. Students need to notify their Class/Subject Teacher when they are going to take medication.

MOBILE PHONES

Our classrooms and yard are phone free zones. We know this approach supports positive social interaction, reduces distractions to learning, and provides students with a healthy break from digital devices during the school day..

R-Year 4: Mobile phones need to be handed to the teacher at the beginning of each day.

Year 5-9: All students deposit their mobile phones in Secure Cases from 8.45 am - 3.15 pm.

- During morning Care Group, students must switch off their phone and place it in the secure phone box under the supervision of their Care Group teacher. A numbered token will be issued.
- At the end of Lesson 7 (Lesson 6 on Mondays), students present their numbered token to their subject teacher to collect their phone.
- Students who arrive late must hand their phone directly to the SSO in the Wellbeing Centre and will be issued a numbered token.
- Students who are leaving early must take their phone to the SSO in the Wellbeing Centre and receive a token prior to morning Care Group.
- Mobile phones are not permitted for use at the canteen. Payment is cash or card only.
- If a student forgets money for the canteen, support is available through the SSO in the Wellbeing Centre.

- If a student leaves unexpectedly, their phone will be collected and returned by:
 - » their Care Group teacher, or
 - » if unavailable, the SSO, Assistant Director, or Director of Junior/ Middle School.
- For excursions, the usual daily phone deposit and collection process applies. If a student is being collected directly from the excursion venue, their phone must remain secured in their bag at all times.
- If you need to contact your child during the school day, please phone the school on 8216 5700, as students will not have access to their phones during school hours.

Year 10-11: Mobile phones need to be placed in lockers at the beginning of each day. Students can check their phones as they head out to a break.

If you need to contact your child during the school day, please call the school. Do not expect that students will have their phone with them.

Our full policy and procedure for mobile phones is available on the [SEQTA Parent Portal](#).

MONEY

Money sent to school with students for payments of any kind, should be placed in a sealed envelope, clearly marked with the student's name, class and the purpose, and brought to the Reception/Front Office before the commencement of the school day.

NEWSLETTER

The Parent Newsletter is distributed fortnightly and all members of the school community are invited to contribute.

This is an important means of communication between home and school, giving up-to-date information on what is happening in the school.

The newsletter is distributed electronically and can also be located on the College website at [St Mary's College Newsletter](#).

OUT OF SCHOOL HOURS CARE

Students from Reception to Year 6 can access Before School Care from 6.45 am, and After School Care until 6pm.

Students in Reception to Year 6 not collected by 3.35pm, must report to Out of School Hours Care (OSHC), and parents/caregivers will be expected to pay the normal fee for attendance. Students in Reception to Year 6 are not permitted to wait in the Library after school to be picked up.

During the term breaks, OHSC provides a vacation care programme for students. This includes care until just before Christmas after which the school is closed for the summer holidays.

Further information can be found at [Out of School Hours Care](#).

PARENT CONTACT WITH STUDENTS

Urgent phone messages from parents/caregivers must be left with the Student Services Officer on **8216 5715** and will be passed on to the student as soon as possible.

Students will not normally be called from class to take a telephone call. Students can telephone parents/caregivers from the Health and Wellbeing Centre if the matter is urgent.

Students are asked not to contact their parents/caregivers from their own mobile phones; and vice versa.

PHOTO PERMISSION

At certain times, students may have the opportunity to be photographed or filmed or their artwork/projects displayed.

St Mary's College and/or Catholic Education SA (CESA) may also wish to use student photographs/videos or artwork in print and online promotional, marketing, media and educational materials. We require your consent to use your child's photograph/video for the above purposes.

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Photo Permissions are collected from parents/caregivers via Consent2Go at the beginning of their child's enrolment and will remain for the duration of their time at school.

Should you wish to change this permission at any time, please contact the [Daily Organiser ESO](#).

POLICIES, PROCEDURES AND GUIDELINES

Policies, procedures and guidelines most relevant to students and parents/caregivers are available on the [SEQTA Parent Portal](#). Please email the College if you cannot find what you are looking for.

PRIVACY STATEMENT

The College Privacy Statement is available on the [SEQTA Parent Portal](#).

SACRAMENTAL PROGRAM

At St Mary's College, parents/caregivers are invited to enrol their children in the Sacramental Program. New students to the College who have not had this opportunity previously and who desire to be involved in the program are welcome to enrol with parental support and approval.

Communication and invitations for Sacramental Program will occur early Term 1.

SOCIAL MEDIA

Connect with us on social media and share the links with your friends and family – it is a wonderful way to discover the variety of things that happen in and beyond the classroom. We have active accounts on Facebook, Instagram and LinkedIn.

STATIONERY LIST

Stationery lists (provided by Champion Education) are issued in Term 4 each year for the following year.

STUDENT LEADERSHIP

We empower young women when we create space for student voice and agency in our community.

Through our student leadership program, we support students to develop confidence and leadership presence. We live our values of Community, Justice and Growth through our student leadership program.

There are opportunities for student leadership from R-12 through the Student Representative Council (SRC) and Justice Leadership Team. Both teams seek to engage student voice, build community, and raise awareness about things that matter to young people, and local and global events that are important for us to engage with as a Catholic school.

All year levels have Student Leadership Representatives who meet on a regular basis. From the time they begin at St Mary's College, students can aspire to a senior leadership role.

Year 12 students can apply for a College Captain, Deputy, or Coordinator role. We have senior leaders in the following portfolios:

- College Captains and Deputies Justice and SRC
- Art Coordinator
- Dance Coordinator
- Music Coordinator
- Sports Coordinator and House Leaders
- STEM Coordinator



STUDENT WELLBEING SUPPORT

The Social Work Team are an integral part of our wrap around support acknowledging that our students' social, emotional, and psychological wellbeing can impact learning.

Our team have many years of experience working with children, adolescents, and their families, and can provide a range of supports to students and their families/caregivers, including liaising and working collaboratively with external service providers.

Our social workers are available for a confidential discussion with students as well as parents/caregivers via socialworkteam@stmarys.sa.edu.au.

SUBJECT SELECTION INFORMATION EVENINGS

Subject Selection Information Evenings for parents/caregivers and students in Years 9–11 are held in Term 3 of each year to help parents/caregivers assist their daughters with subject choices.

For students in Years 10 and 11, this process also involves an opportunity for parent/caregivers, the student, and a member of the Leadership Team or a Year Level Coordinator in a formal subject counselling appointment.

SUSAN SULLIVAN LIBRARY

The Susan Sullivan Library is open during school hours 8.20 am–4.30 pm, including lunch time.

ID/library cards must be presented when borrowing resources. The book loan period is two weeks, which may be extended if the books are needed for a longer time.

If a book is lost, or not returned within a reasonable time, the student will be asked to pay for a replacement.

UNIFORM

Please refer to the St Mary's College Uniform Policy and Procedure which can be found on the [SEQTA Parent Portal](#).

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VISITORS

All visitors to the college campus are asked to report to the Reception/Front Office and are required to electronically sign in, complete the COVID declaration and collect a visitors' badge, which must always be worn while on campus.

VOLUNTEERS – PARENT/CAREGIVER INVOLVEMENT

There are many ways in which parents/caregivers can assist the school by volunteering their services in areas such as sport, reading, excursions, Friends of Music Committee and Friends of Sport Committee.

It is a requirement that all volunteers must have current Working With Children Clearance and have completed Responding to Risks of Harm, Abuse and Education – Education and Care (RRHAN-EC) training. This process and the cost, for volunteers, is undertaken and covered by the college.

An induction of parent/caregiver volunteers is also required to take place prior to volunteering. Please contact the college for further information.

WORKPLACE HEALTH AND SAFETY (WHS)

St Mary's College seeks to ensure, so far as is reasonably practicable, that students, employees, voluntary workers, guests, contractors, and sub-contractors are safe from injury and risks to health while on school premises or involved in school activities. In particular, the school is committed to meeting the standards required by the WHS Act and its Regulations, approved codes of practice, and by Common Law.

To achieve these objectives, the school requires the active cooperation of all persons involved with the school in establishing and maintaining the highest possible health and safety standards.

St Mary's College is a non-smoking site at all times and for all people entering the campus.

YARD SUPERVISION

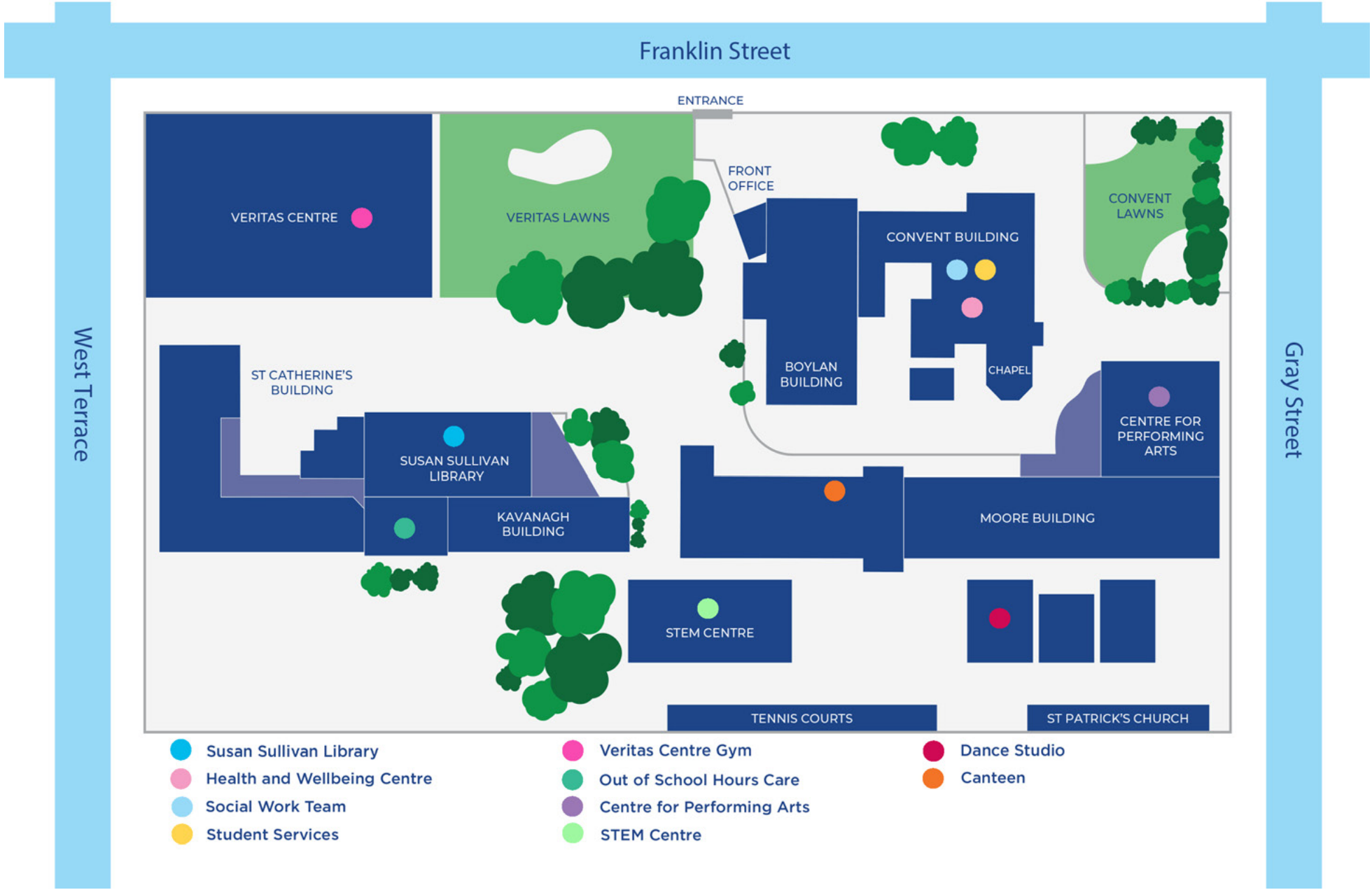
Staff provide yard supervision before school from 8.00am and after school until 3.35pm. Students in R-6 can access Before and After School Care. Students in 7-12 can access the Susan Sullivan Library until 4.30pm.

YOUTH ALLOWANCE

The Youth Allowance scheme provides income support to students, job seekers and those who are sick. Further information is available from your local Centrelink office.



CAMPUS MAP



REVISION RECORD

DOCUMENT TITLE	Parent handbook
DOCUMENT TYPE	Handbook
POLICY OWNER	St Mary's College
CONTACT	Principal 8216 5700 principal@stmarys.sa.edu.au
APPROVAL AUTHORITY	Leadership Team
REVIEW DATE	November 2025
REVIEW PERIOD	Annual
REVISION HISTORY	Created January 2022 Revised November 2022, April 2024, March 2025, July 2025, January 2026



ST MARY'S COLLEGE

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