



ST MARY'S
COLLEGE

Welcome Booklet

together  **better**



Contacting the College

Website

www.stmaryscollege.vic.edu.au

Telephone

+61 3 9529 6611

Email

enquiries@stmaryscollege.vic.edu.au

School Fee Enquiries

fees@stmaryscollege.vic.edu.au

IT Assistance

itsupport@stmaryscollege.vic.edu.au

Teachers

Teacher email addresses are in the following format:
first initial then surname followed by **@stmaryscollege.vic.edu.au**
For example, *Sally Doe* would be: **sdoe@stmaryscollege.vic.edu.au**

Postal Address

PO Box 258
ST KILDA VIC 3182

Address

11 Westbury Street, St Kilda East

Uniform Shop

Midford Uniform Shop

Edmund Rice Campus, Entrance D
Phone: +61 3 9520 8519

Web: www.midford.com.au

Email: smc@midford.com.au

Open Tuesdays and Thursdays 8am – 4pm and first Saturday of each month 9am – 1pm



Student Details – Use this space to write your details provided in the Welcome Email.

Student Email

Student ID Number:

Sporting House:

This booklet should be read in conjunction with the Student Information on the student portal 'SIMON' and Knowledge Bank information on the Parent Access Module 'PAM'.

Passwords and Logins

To connect to the St Mary's College computer network, please use the Username and Password details that were emailed to you in the Welcome Email. These will enable you to log onto your computer and access all the College's essential programs and services.

These login credentials are highly confidential, and for both security and privacy passwords, should not be shared with anyone else. We would also like to advise you of some guidelines to ensure that your laptop and data are always protected:

1. All students have a Microsoft Office 365 account and are strongly advised to use OneDrive for your personal cloud backup and storage. Each user has a dedicated 1TB of storage space which is accessible only with your St Mary's College email address and password. Your One Drive storage can be accessed online at any time.
2. You are fully responsible for the care of your laptop and its contents. Please ensure that:
 - a. Your laptop and other equipment are always within your sight or stored away in a safe place, to prevent loss or damage.
 - b. Prior to closing the laptop screen always ensure that objects are not left on the keyboard.
 - c. Never disclose your password to anyone else
 - d. **Please Note:** If you install a VPN on your laptop, St Mary's College firewall will automatically block internet access to you. (DO NOT install VPN on your device)



Please take note of the following important webpages to bookmark:

Webpages

Application	Purpose	Bookmark
College Network	Access to College network	St Mary's College (is the Wi-Fi to choose)
Office 365, MS Teams & One Drive	Contains all Microsoft Office tools	https://login.microsoftonline.com
SIMON	Timetable	https://simon.stmaryscollege.vic.edu.au
PAM	Parent Access Module	https://pam.stmaryscollege.vic.edu.au/
Adobe	Contains Photoshop, Illustrator and more	https://www.adobe.com/au/

Student Log-in & Passwords – Students are to use the ID Number, email address and password provided in the welcome email.

Application	Username	Password
College Network	Student ID Number provided	Password provided in Welcome email
Office 365, MS Teams & One Drive	Student email address provided	Password provided in Welcome email
SIMON	Student ID Number provided	Password provided in Welcome email
Adobe	Student email address provided.	Password provided in Welcome email

Parent Access Module (PAM) Log-in & Password

Log-in	Password
Parent email	Parent created at first log in

Parents are asked to change their password the first time they login to PAM.

SIMON is the system used by staff and students to access timetables, daily messages, learning resources, etc.



Parent/guardian access to SIMON is via the Parent Access Module (PAM). PAM is used by parents/guardians to view key College information, make bookings for parent teacher interviews, monitor student attendance, access student reports and track student progress on a day-to-day basis. PAM can be found on our website <https://www.stmaryscollege.vic.edu.au/> from the 'Quicklinks' button on the top right-hand corner of each webpage.

Please note that parent's PAM accounts will not be active until the week prior to commencement of the 2025 school year.

Class Times

PERIOD	START - FINISH
Period 1	8.40am – 9.40am
<i>Travel</i>	<i>9.40am – 9:45am</i>
Pastoral Care Period	9:45am – 9:55am
RECESS	9:55am – 10:20am
<i>Travel</i>	<i>10:20am – 10.25am</i>
Period 2	10.25am – 11.25am
Period 3	11.25am – 12.25pm
LUNCH	12.25pm – 1.05pm
<i>Travel</i>	<i>1.05pm – 1.10pm</i>
Period 4	1.10pm – 2.10pm
Period 5	2.10pm – 3.10pm

ABSENCE / LATE

If a student is absent from school without parent/guardian permission, the parent/guardian will be contacted by SMS to seek information on the absence.

Reporting a Student Absence

If a student is absent from school, the student's parent or guardian should notify the College of the absence via



- College Absentee Line on (03) 9529 6611
- PAM: <https://pam.stmaryscollege.vic.edu.au/>
- Email Reception absences@stmaryscollege.vic.edu.au

Include the following details in the absence notification:

1. Student's Full Name
2. Student's Pastoral Care Group
3. Reason for the Absence

- Absence notifications must be sent by 8.15am on the day of the absence.

Please note:

- Students are not permitted to report absences.
- Student absences can only be reported by the student's parent, guardian or homestay provider.
- Senior Students will be required to provide a medical certificate for absences to comply with VCAA senior studies attendance requirements.

Arriving Late

If a student arrives late to school, they must report to Reception on arrival to sign in. If a student is late and does not have a valid reason, parents/guardians will be sent an automatic SMS to notify them. Parents/Guardians are asked to notify the College via student reception if their child is going to be late.

Leaving Early

No student is permitted to leave school early without signing out at Reception. Students must provide written parent permission when signing out to leave early including details of the valid reason.

Holidays during School Terms

While leave during term time may be required in exceptional circumstances, we ask that all parents/guardians be mindful of our collective responsibility to students' learning by minimising leave during term time and planning family holidays and other activities during school holiday periods.

All requests for leave during term time must be made in writing at least one month in advance to the Director of Students.

Medical and Other Appointments

Wherever possible, all student medical and other appointments should be made outside of school hours to minimize disruption to student learning.

If scheduling an appointment during school time is unavoidable, parents/guardians are asked to notify the school in writing in advance by emailing absences@stmaryscollege.vic.edu.au.

Please note that senior students will be required to provide a medical certificate for all appointments to comply with VCAA senior studies attendance requirements.



ANNUAL PARENT/GUARDIAN CONSENT FORM

Each year students at St Mary's College are involved in whole school, year level and regular activities and programs. Prior to the commencement of each school year, parents/guardians are provided via their parent portal (PAM) information pertaining to these activities and programs and are asked to provide permission for their child/ren to participate, with this permission lasting the duration of the school year.

Activities and events included in the Annual Parent Consent include activities such as: rehearsals and training before and/or after school, year level retreat days, local excursions (walking distance), 'House' athletics and swimming carnivals, the annual walkathon, and inter-school activities such as sports.

St Mary's College will not seek further consent from parents/guardians before these activities take place. However, where appropriate, further details will be provided to parents/guardians in the lead up to the event/activity.

INTER-SCHOOL SPORTING ASSOCIATIONS AND ACTIVITIES

St Mary's College participates in two inter-school associations: Associated Catholic Colleges (ACC) and Catholic Girls Sports Association of Victoria (CGSAV).

Both Associations provide several sporting opportunities from lawn bowls to football, athletics and softball. With additional activities such as music, debating, chess and culinary competitions also available. Sports and activities are organised by age group and participation is encouraged for all our students regardless of previous experience or perceived ability. Events can be weekly or one-off. The College sports uniform is worn to school on the days students participate in inter-school sport and playing uniforms are loaned for competitions.

Permission for inter-school sports and activities is included in the Annual Parent Consent Form to be completed by parents prior to the commencement of each new school year. Information regarding sports and activities will be communicated to parents/guardians via email and/or PAM, and to students via SIMON.

BULLYING PREVENTION, INTERVENTION AND STUDENT BEHAVIOUR

At St Mary's College the care, safety and wellbeing of our students is central to all that we do. It is fundamental to the wellbeing of every student that they feel safe and respected. We are committed to building and nurturing an inclusive and respectful school environment (both physical and online) that is free from discrimination, bullying and harassment.

If a student feels they are being bullied, they are encouraged to send an email to the College confidential bullying notification email address: bullyingcontact@stmaryscollege.vic.edu.au or speak with any staff member.

Parents are also encouraged to contact their child's Pastoral Care Teacher, Pastoral Leader or the Director of Students if they have any concerns.



The College has outlined our expectations in relation to [Student Behaviour](#) (available on student and parent portals (SIMON/PAM)), and students are required to sign the Student Child Safeguarding Code of Conduct (Student Version) at the commencement of each school year.

Breaches of the College's behavioural expectations will be dealt with in accordance with the College Student Behaviour Management Policy and Procedures.

CHILD SAFETY

St Mary's College is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known.

The College is committed to ensuring that students and their families participate in decisions relating to child safety and wellbeing, and we are committed to engaging with and hearing from students and families about our child safe approach as part of our commitment to continuous review and improvement.

As part of our commitment to nurturing respectful relationships and active partnerships with parents and carers, the College provides child safety information to parents via:

- Parents and Friends Association meetings
- Parent portal (PAM)
- Newsletters
- Emails
- Social media
- [Public website](#)
- Parent/Teacher interviews and meetings

The College invites child safety input and feedback from parents/carers and students through parent and student surveys, student meetings and assemblies, Parents and Friends Association meetings, and parent meetings.

The Child Safety Team, together with our Student Voice Committee, have also developed 'child friendly' versions of our Child Safety policies, as well as child safety information and posters displayed throughout the school. These posters include contact information for students to access both College and external support.

Further information, including the College's child safety policies, procedures and details of our Child Safety Team Members can be found in the Child Safety section of the student and parent portals (SIMON/PAM) and on the [Child Safety page on our public website](#).

Students and parents/carers are invited to email any child safety related complaints, concerns or suggestions to the College Child Safety Team:
childsafety@stmaryscollege.vic.edu.au

There is also a Child Safety letterbox available at the library for students to make anonymous child safety complaints, share their concerns or provide suggestions.



CAMPS

Camps are conducted for Years 7, 8 and 9. Camp costs are included in school fees and are not an additional charge. Camps are generally of four days' duration and are held at various locations as follows:

- Year 7 - Term One at Merricks
- Year 8 - Term One at Mt Martha
- Year 9 – Term Four at Phillip Island

Optional Extension Programs may also become available throughout the year. As these activities are optional, the cost of these activities is not included in annual school fees. Details of costs will be provided when these activities are advertised throughout the year.

2025 SCHEDULE OF FEES

The table below shows St Mary's College school fee structure for each year level for the 2025 academic year:

Tuition Fee

The tuition fee includes charges associated with the academic, compulsory co-curricular and pastoral programs offered by the College. The Annual Consolidated Levy is a fixed charge levied to contribute towards the cost of technology, resources, subjects, Nobilitas Skill Program (Year 9 only) and Educational Skill Profile (Year 10 only).

These fees and levies do not cover the cost of textbooks, stationery, school uniform, personal learning devices, out of pocket expenses associated with the VCE-Vocational Major program / VET or other charges noted below.

Year Level	Annual Tuition Fee	Annual Consolidated Levy	Total	Termly Fee
7	\$10,760	\$1,560	\$12,320	\$3,080
8	\$10,760	\$1,560	\$12,320	\$3,080
9	\$10,760	\$2,195	\$12,955	\$3,238.75
10	\$10,760	\$1,675	\$12,435	\$3,108.75
11	\$11,290	\$1,560	\$12,850	\$3,212.50
12	\$11,290	\$1,560	\$12,850	\$3,212.50

Sibling Discount

Families with more than one student enrolled at the school receive a sibling discount of \$1,000. This discount applies for each additional student enrolled at the school.



Early Payment Discount

A discount of \$350 per family will be granted when the total annual family tuition fee and levy are received by 28 February 2025. Payments received after this date will not be entitled to the discount.

Payment of College Fees

College accounts are issued in early December. Families may elect to pay fees in full by 28 February or alternatively, enter into one of the following direct debit / continuous payment authority payment plans with the College:

Year Level Annual Tuition Fee Annual Consolidated Levy Total Termly Fee

- Four (4) termly instalments to be deducted on 15 February 2025, 15 April 2025, 15 July 2025 and 15 October 2025.
- Ten (10) monthly instalments commencing on 15 February 2025 and to be deducted on the 15th of each month thereafter.
- Weekly or fortnightly instalments commencing on 15 February 2025 until your account has been paid in full.

Private Music Program

Private music lessons are available as an option to students and as such attract an additional fee. Instruments may be hired (at an additional cost) if required. For further information regarding the music program, please contact the Director of Music.

Other Extra-Curricular Activities

Various extra-curricular activities are offered by the College throughout the academic year. All costs associated with these activities are additional to the annual tuition fee.

Vocational Major Program (VM)

Costs associated with VM subjects provided by external providers will be passed onto families, less any rebate received by the College. Students enrolled in the VCE Vocational Major program will receive a credit of \$500 on their account, which will be applied against their tuition fee.

Distance Education

Families that choose to enrol their child in a distance education subject (Virtual School Victoria or Victorian School of Languages) may be required to bear the full cost associated with this subject enrolment, unless it is at the explicit advice of St Mary's College and approved by the Principal (or delegate).

Building Fund

Donations greater than \$2 to the St Mary's College building fund are tax deductible and help to provide and maintain school buildings. Parents are invited to support the College Building



Fund through regular donations. Donations can be made here:-

<https://www.trybooking.com/au/donate/smcbuildingfund>

Withdrawal of a Student

Parents must provide one full term's notice in writing before exiting a student from the College. Where such notice is not provided, the College reserves its right to charge one term's fee per student withdrawn.

Camps, Sports and Excursions Fund (CSEF)

Families who hold a current Concession Card may qualify for the Camp, Sports and Excursions Fund and may receive an allowance from the State Government.

Families who successfully applied for the CSEF for student attending the College in 2024 will have their application rolled over to 2025. If you have a new student entering the College in 2025 or are yet to submit a form, please contact the College Finance Department.

Fee Assistance

Families facing genuine financial hardship or where standard payment options do not fit their circumstances are encouraged to contact the College finance department on (03) 9529 6611 or email fees@stmaryscollege.vic.edu.au.

FOOD AT SCHOOL

Each day students should bring to school a water bottle, healthy snacks and lunch, or purchase these items from the College Canteen. Our School Canteen is operated by 'Your School Canteen' and they offer a delicious variety of hot and cold fresh foods daily.

Canteen Online Food Orders

The easiest way to purchase from the Canteen to place an order online:

- Visit www.yourschoolcanteen.com.au
- Click on the "St Mary's College" Link, then the "Online Ordering" Link
- Complete the registration form and receive a confirmation email with activation link
- Activate your account, log into website and add your children and credit to your account
- Order at your own convenience up to 28 days in advance
- Orders need to be placed online before 8.30am on the day
- Sushi orders must be placed by 10pm the day prior to the day the order is required

If you need any assistance, please don't hesitate to contact Your School Canteen directly on 1300 116 637 or email siobhan@yourschoolcanteen.com.au

Online orders are available for pick up from the Canteen at Lunchtime. Items are also available for over-the-counter purchase from the Edmund Rice Campus Canteen at both Recess and Lunchtime. Over the counter payments can be made by cash or credit card.

All students must display good manners while waiting in line and being served at the Canteen.



Food Deliveries

Under no circumstances may a student or parent/guardian order food deliveries from food delivery services such as 'Uber Eats' etc. to be delivered to the College.

HOME STUDY

The purpose of Home Study is to assist students to develop independence and to practice their skills. The regular routine of organising their time and study material develops positive learning habits. Home Study will look very different for each student. Even in one household there may be different strategies for each sibling.

Home Study tasks should focus on:

- Practising skills
- Reviewing content learnt in class
- Preparing for future learning

Students are encouraged to:

- Make notes of content covered in class
- Reading for enjoyment and academic research
- Practise questions and skills they found challenging

All Home Study tasks must be written in the student diary.

The below timeframes are suggestions only. All students will require different amounts of time to complete the work assigned or the work they have determined as necessary for completion.

Suggested Home Study Time	
Year 7 & 8	45 minutes to 1 hour per school night
Year 9 & 10	1 1/2 to 2 hours per school night
Year 11 & 12	2 – 3 + hours per night

ID CARDS

Students are issued an ID card approximately four weeks after the commencement of each school year. The ID card must always be carried by the student, and if the card is lost, students will be charged \$5 to replace it. The student ID card is used to sign in/out when arriving or leaving out of regular hours and for borrowing library books, printing, etc. Students may also need to present the ID card to public transport staff if using a public transport student concession card.

ICT DEVICE

Students are required to have one of the devices listed in the College BYOD Handbook. The handbook is available on our website and the parent portal PAM.

Devices can be ordered online at <https://shop.compnow.com.au/school/stmarys-college>

Students are also required to sign the Annual Student ICT User Agreement. Pastoral Care Teachers will explain this agreement to students and ask them to sign the agreement at the commencement of each school year.

IT HELP

For help with any school related IT issues, including access to PAM and SIMON, please email our helpdesk: itsupport@stmaryscollege.vic.edu.au or students can attend the IT Department office located next to the Library.

LOCKERS

Each student will be allocated a locker and will be provided with a unique combination lock. Please note that students are only permitted to use College-issued locks. While measures are taken to keep lockers secure, students are advised not to leave valuables in their lockers and to avoid bringing valuable items to school. The College accepts no responsibility for student items.

LOST PROPERTY

Parents/guardians are asked to ensure all student items are named. This includes all clothing, books and study materials. Lost property is located at Reception.

MEDICAL

If your child has a medical condition that may require treatment or medication during school hours, you will need to provide St Mary's College a copy of their Medical Management Plan and any relevant medication/s in their original packaging. It is a condition of enrolment that medication and a copy of the medical plan(s) **must** be provided to the school on or before Welcome Day (first day of each school year), as students cannot attend school if prescribed medication and a plan has not been provided to the College. Updated medication and medical plans must be provided prior to the commencement of every school year.

St Mary's College cannot issue medication unless it has been provided by the parent and accompanied by a Medication Authority Form. For example, we cannot issue Panadol if a student is suffering from a headache. Medication for any temporary ailments (cold, hayfever, headache, etc.) should be carried by the student (with parent permission) as we are unable to store or supply medication other than that prescribed and supplied with a medical plan.

Medication that needs to be issued during the school day on an ongoing basis, should be provided to Reception with a completed [Medication Authority Form](#), including signed instructions regarding medication type, dosage and frequency.

Procedure for Students Unwell at School

If a student feels unwell or is injured while at school, they should:

1. Notify their classroom or yard duty teacher.



2. If the teacher believes that the student needs first aid attention, the teacher will send the student to report to Reception.
3. First Aid trained staff will assess the student's condition, provide first aid treatment if necessary and determine whether the student needs to go home or return to class.
4. If the student is assessed as needing to go home, the College will contact the student's parent/guardian or nominated emergency contact to make arrangements.

Please note for Duty of Care reasons:

- **Students are not permitted to contact their parent/guardian directly if they are feeling unwell.**
- **Students must attend Reception where First Aid trained staff will decide whether there is a need for the student to be sent home.**

Collecting Your Child From Sick Bay

Parents/guardians arriving at the College to collect their unwell child should report to Reception: Entrance A, 11 Westbury Street, St Kilda East

MUSIC

Curriculum Music is compulsory throughout Year 7 then elective in Years 8 - 12. One Semester of Year 7 Music is taught through performance immersion with the goal to perform as a band at the conclusion of the course. Any student not currently learning an instrument is provided one, taught in a group setting for curriculum time and recommended to consider additional private tuition.

All students at St Mary's College are encouraged to engage in the private music tuition program to augment their academic studies. Private instrumental/vocal tuition is available to all students from Years 7 - 12, the additional charge added to individual school fees. Private instrumental music forms, together with information is provided in the Music Handbook accessible on PAM or by contacting the Director of Music.

There are multiple opportunities in extra-curricular Music including: Choir, Big Band, Drum Line, Performance and Symphonic Bands, String Ensemble and Brass Ensemble. We also take part in ACC Music collaborations and workshops throughout the year as well as the Bi-annual School Musical.

PARENTS & FRIENDS ASSOCIATION

Our St Mary's College Parents and Friends (P&F) provides an opportunity for families to increase community engagement, enhance school/parent partnerships - and to meet new people in our community along the way. P&F meetings are held twice per term and these meetings provide an opportunity to find out more about the College, participate in relevant discussions, and be involved in decision-making. Everyone is welcome. During the year our St Mary's College P&F also plan several informal meals for parents, together with members of our Leadership. Please refer to our College Newsletters for details and events.

PARENT TEACHER INTERVIEWS

Detailed information will be sent to parents prior to the opening of online bookings which are made via the College Parent Portal PAM.

PASTORAL CARE AND STUDENT COUNSELLING

A culture of care is embedded within our pastoral program and College structures. Our Pastoral Program is designed to equip our students with the skills and support structures to maintain good personal wellbeing and to be able to work through difficulties if they arise. A 'Respectful Relationships' pastoral lesson takes place every two weeks in all year levels.

Should your child need support at any time, please contact their Pastoral Care Teacher, Pastoral Leader, our Student Counsellor or our Child Safety Team
childsafety@stmaryscollege.vic.edu.au.

POLICIES

Key College policies are available on our student and parent portals SIMON/PAM and on our website. Please contact the College if you require further information.

PORTALS – SIMON / PAM

SIMON is the system used by staff and students to access timetables, daily messages, learning resources, etc. Parent/guardian access to SIMON is via the Parent Access Module (PAM). PAM is used by parents/guardians to view key College information, make bookings for parent teacher interviews, report student absences and monitor student attendance, access student reports and track student progress on a day-to-day basis. PAM can be found on our website www.stmaryscollege.vic.edu.au from the 'Login' button on the top right-hand corner of each webpage.

Passwords will not be active until the commencement of the new school year. If you forget your login or password details, please click on the 'Forgot Password?' link and follow the prompts. Once you've logged into PAM, click on the student's name/picture to view assessment reports, attendance, etc. On the PAM homepage you will see 'Daily Messages'. These are the daily updates that are read out to students during their Pastoral Care period. PAM should be monitored regularly by parents for teacher comments, attendance, etc.

REPORTS

Reporting is the process by which assessment information is communicated to students and their parents/guardians. It is an opportunity for teachers to give feedback on student learning and to plan future learning. Continuous feedback is given on assessment tasks throughout each semester and can be accessed through SIMON (students) and PAM (parents). Two End of Semester reports are prepared each year - at the end of terms two and four and these reports can be accessed through SIMON and PAM.



SCHOLARSHIPS

St Mary's College offers three scholarship types in the form of Academic, Performing Arts and Sporting Scholarship. **Applications can be made online via the website.** Outcomes will be advised to parent/guardians in writing.

SCHOOL PHOTOS

School photos are taken on Welcome Day. A letter from our Director of Students will be emailed to parents detailing what students should wear for the photos. School photo orders can be placed following Welcome Day. All orders are placed directly with the photographer, Arthur Reed Photos www.arphotos.com.au. Further details, including ordering codes, will be given to your child on Welcome Day.

STUDENT LEADERSHIP AND STUDENT VOICE

The College runs a vibrant, extensive Student Representative Council, Student Voice Committee, Year 10 Captains and Peer Support Leaders and College Prefect structure, representative of our diverse student body. This provides students with platforms to voice their views on various aspects of safety and pastoral care in the College and provides students with an opportunity to actively participate in decisions that affect their lives. Student Leaders are also in place to support their fellow students.

TRANSPORT & CONCESSIONS

Various methods of public transport service St Mary's College. Both College Campuses can be accessed via trams 5, 64, 78/79 as well as the Sandringham train service alighting at Windsor. **Students are eligible to travel on a concession myki but must carry their PTV Approved School Student ID card issued by St Mary's College.**

Yearly and Half-Yearly myki (Student Pass)

School students can also purchase a half or full year student pass (myki) in their chosen area and must also carry their PTV School Student ID card issued by St Mary's College. A student pass gives students unlimited travel on all train, tram and bus services within their chosen zones until the expiry of the pass.

Students who are new to the College are unable to purchase a half or full year student myki pass until their student card has been issued to them by the College following Welcome Day. To purchase a Student Pass take the School Student ID card, together with the [Student Pass Sales Form](#) to a staffed station or bus operator selling paper student passes.

Further information regarding school student concession on public transport can be found at the [Public Transport Victoria website](#).



UNIFORM

St Mary's College places great emphasis on students representing the College values, with honour, at all times. The wearing of the College uniform and adherence to personal presentation standards by all students assists in promoting respect for oneself and others, contributes to the setting of high standards amongst the student body, and enhances the spirit of unity of the College. Further, it endorses an inclusive culture and ensures that St Mary's College students are easily identifiable during College activities. For more information regarding uniform visit <https://www.stmaryscollege.vic.edu.au/enrolments/uniform>

PLEASE NOTE YEAR 7 2025 STUDENTS MUST HAVE THE NEW ST MARY'S COLLEGE UNIFORM.

CBC and PCW uniform is no longer an option for Year 7 students and must not be worn.

Uniform Regulations

Students are required to wear all aspects of the College uniform neatly and in accordance with the College Uniform Policy and the following regulations.

General Appearance

- The Summer uniform is worn in Terms 1 and 4.
- The Winter uniform must be worn in Terms 2 and 3.
- Summer, Winter and Sports Uniform are not to be interchanged
- The PE uniform may only be worn if the student is participating in PE (practical lesson) on the day, is involved in inter-school sport or as directed for an excursion.

The College blazer is to be worn to and from school unless indicated by the College.

- The College blazer is to be worn by students at all College formal occasions, e.g. masses, assemblies.
- Long-sleeved shirts must be worn tucked in.
- Long pants should touch the shoe and not be rolled or cuffed.
- Winter skirts and summer dresses should extend to the knee.
- Winter skirts are worn with plain black opaque tights or visible short black socks
- Summer dresses are worn with visible short black socks.
- School shoes must be plain black, polished-leather, hard-soled shoes. (No runners, no brands)
- Only College bags are permitted.
- Hats should be worn for 'sun safety' and only College hats are permitted.
- Top button must be fastened when wearing the college tie.
- Undergarments including base layers should not be visible. (under Summer/Winter uniform or PE uniform)
- College jumper only. (No hoodies or brands may be worn.)



Personal Presentation

The wearing of the school uniform has been a unifying feature of our school for generations. All students are expected to wear the College uniform at school and while travelling to and from school. The College has a distinctive uniform and, when worn well, it signifies belonging to the school community.

- Uniform to be always worn neatly and correctly by students and in a manner that is respectful of themselves and the high standards of the College.
- Hair must be clean, neat and tidy with no extreme styles. Hair should be of one natural colour. Hair which falls below the collar must be tied back.
- Jewellery must be no more than two small gold/silver studs or small sleepers in each ear, and one religious necklace.
- Make-up, nails and eye lashes should be natural in appearance.
- Visible tattoos are not permitted.

Purchasing Uniform

Midford is the College uniform supplier. Further details are provided by Midford in their flyer.

Shop Online

1. Go to www.midford.com.au
1. Select St Mary's College from the 'School Shops Online' tab.
2. If you are new to the online shop, you will need to create an account (follow the instructions of the website). The unique school pass phrase is: SMC2021
3. Order the items you need and select pick up in-store or opt for home delivery.

Shop Location

Entrance D
Edmund Rice Campus
Westbury Street, St Kilda East
Phone: 9520 8519
Email: smc@midford.com.au

BOOKLISTS

St Mary's College booklist can be accessed on the Campion website where you can order all the textbooks/digital books, subscriptions and stationery required for 2025. All orders to be completed online at <https://campion.com.au/> using **D9XY** as your code, by **Friday 13th December 2024** to qualify for free postage.

ART SUPPLIES

All art and visual communication materials are to be purchased from Eckersley's. Please place the order online at www.eckersleys.com.au. On the Eckersley's home page you will

need to select 'Education Kits'. When on the 'Education Kits' page, you will need to scroll down, to locate St Mary's St Kilda. Select from the lists provided.

Please note, Eckersley's lists will be available from the **16th December 2024**.

ONLINE SUBSCRIPTIONS

Below is a brief explanation of the online subscriptions that are used by the College.

Online subscriptions are purchased through Campion and administered by the College. The College will provide login details to students for the subscriptions.

Education Perfect is an online learning platform that covers a wide range of subject areas. Content is a rich library of interactive, motivating, and engaging lessons. Education Perfect will be used in the Languages and English. It is a **compulsory** subscription.

Mathspace is an online mathematics textbook which has assistance while students are working through tasks. It is a **compulsory** subscription.

Stile X is an interactive science platform which allows students to work online and receive instant feedback. Stile X also provides individual student workbooks. It is a **compulsory** subscription.

CALCULATORS

All students will require a Casio Scientific calculator for Mathematics/Science as listed in the Campion booklist.

You have the option of purchasing the calculator/s through Campion or through Schoolbiz Calculators.

1. To order your school calculator go to www.schoolbiz.com.au
2. Enter the school portal code of **stmc**
3. Select your required calculator bundle, enter your student's details and address and pay by VISA or MasterCard.
4. **Order before 19/01/2025 to collect from the school after the 3rd February 2025.**
5. Portal will remain open after the 19/01/25 but orders will be charged \$12 for postage direct to student's home address.

Please choose **only one** calculator for your child, based on year level requirement.

**All prices include GST

SECONDHAND BOOK SUPPLIES

St Mary's is pleased to offer our families two options for the purchase of school textbook items. Campion for the purchase of new textbooks and Sustainable School Shop for recycled textbooks. Logon to the sustainable school shop website at www.sustainableschoolshop.com.au and follow the easy steps.

It is an expectation of the College, that students will have all the required items from the resource list at the beginning of the school year.

Should you have any issues or queries about the booklists, please contact Ms Rachel Montalto prior to the end of Term 4: rmontalto@stmaryscollege.vic.edu.au



Should you have any issues or queries with your order please contact Campion on 1300 433 982 or <mailto:help@campion.com.au>

VOLUNTEER PARENTS/CARERS

The College places a high value on our volunteers, who are integral to the College experience for our students and provide an important link to the community. Should you wish to volunteer your services as part of our Parents and Friends Association or for a specific task, please contact the College and we can provide you with a Volunteer Application Form. *Please note that there are Child Safety requirements for all College volunteer roles, including a Working With Children Check.*

WELCOME DAY

The College welcomes all students from Years 7 – 12 for the start of each new school year on 'Welcome Day'. On this day, students will meet their Pastoral Care Teacher and Pastoral Care Leader, embark on a tour of the College grounds, have their photograph taken and are involved in activities to foster a sense of belonging to the community and establish positive working relations for the year.

Information regarding Welcome Day will be emailed directly to parents/guardians and will also be uploaded to our student and parent portals SIMON/PAM. This notification will include details of the school uniform to be worn on this day. Students are to be neatly presented in accordance with College Uniform Policy and Regulations (see above).

Important Dates for 2025

Please refer to the school website for all important dates. The school calendar can be accessed by the College website, <https://www.stmaryscollege.vic.edu.au/community/events>