

# St Andrew's Catholic Primary School



Companions on the Journey

## General Information Booklet 2020

60 Victorsen Parade, Clarkson, WA 6030  
Office Hours 8.00am – 4.00pm  
Phone: 6206 4100 Fax: 6206 4101  
Email: [admin@standrews.wa.edu.au](mailto:admin@standrews.wa.edu.au)  
Website: [www.standrews.wa.edu.au](http://www.standrews.wa.edu.au)

## VISION STATEMENT

St Andrew's Catholic Primary School offers an education that acknowledges, respects and nurtures the uniqueness of each person. Within a framework of Catholic values and teamwork, the students will be challenged and supported to recognise their gifts and develop their potential as they learn and contribute to their community.



## ADMINISTRATION TEAM

Principal: Mr Sam Fontaine  
Assistant Principal: Mr Warren Smith (Semester 1) Mrs Karen Young (Semester 2)  
Assistant Principal: Mr Fintan Archer

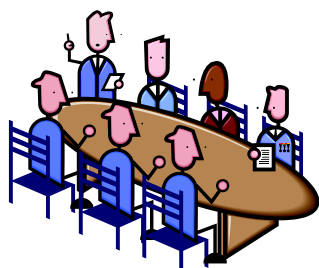
## TERM DATES FOR 2020

**Term 1** Monday 3<sup>rd</sup> February – Thursday April 9<sup>th</sup>.  
*Easter falls within the school holidays this year.*  
**Term 2** Tuesday 28<sup>th</sup> April – Thursday 2<sup>nd</sup> July  
**Term 3** Tuesday 21<sup>st</sup> July – Friday 25<sup>th</sup> September  
**Term 4** Tuesday 13<sup>th</sup> October – Friday 11<sup>th</sup> December

## PUPIL FREE DAYS AND DESIGNATED PUBLIC HOLIDAYS – 2020

These will be the Pupil Free Days in 2019: **Tuesday 3<sup>rd</sup> March, Tuesday 2<sup>nd</sup> June, Friday 3<sup>rd</sup> July, Monday 20<sup>th</sup> July, Monday 12<sup>th</sup> October.** (KINDY ONLY – Tuesday 10<sup>th</sup> November) The Staff will be involved in Professional Development on these days with regards to Religious Education, Literacy, Numeracy and Reporting.

Designated **Public Holidays occur on Monday 2<sup>nd</sup> March, Friday 10<sup>th</sup> April, Monday 27<sup>th</sup> April, Monday 1<sup>st</sup> June.**



## SCHOOL BOARD

The School Board is responsible for assisting the Principal with the financial management of the school. The Board helps the school fulfil its educational responsibilities and ensures that policies and practices are in accordance with Diocesan guidelines. Membership is by election, which takes place at the Board Annual General Meeting, usually held in November each year.

## PARENTS AND FRIENDS' ASSOCIATION

The Parents and Friends' Association meets once a month. Its main functions are:

- To facilitate fundraising and community building activities.
- To provide social activities for the school community.
- To provide a venue for communication.
- To build community.
- To support the education of the students.
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All parents are members and are invited to actively support the Association. If interested, parents can nominate for executive positions which are voted for at the Annual General Meeting.



## PARENTAL INVOLVEMENT

Parents are an active group within the school community. The level of parent involvement in class activities is very much dependent on each teacher. Parents are involved in School Board, Parents and Friends, canteen, library, class excursions and class support and **all are expected to support the school in some way each year.** All visitors to the school must sign in at the office before going to a classroom. Prior arrangements must be made with the class teacher if you are assisting in the classroom. Parents are also required to read and sign a “Code of Conduct” before assisting in the school. As a parent of the school, you are invited to become a “friend” on the St Andrew’s P&F Facebook page. Appropriate use of the Facebook page is expected.



## COMMUNICATION

It is important that communication between home and school is frequent, open and honest. A **Parent Afternoon** is held early in Term 1 and parents are invited to attend and meet with the teacher. A **handout of information** relevant to your child’s class is available. It informs parents of curriculum content, classroom policies on homework, expectations of teachers, discipline, policies and other relevant matters.

**Interviews** between teachers and parents are offered in Term 2 for children in Pre-Primary – Year 6. If you have concerns about matters pertaining to your child or wish to check progress, please do not hesitate to raise the matter with the class teacher at any time during the year. Appointments can be made by completing an appointment form available from the office.

Our **Open Afternoon** in Term 3 provides another opportunity for parents to view their child’s classroom and other areas of the school.

In 2020, Year 6 will be the only Year level using a paper homework diary. This diary will be on the Year 6 book list.

Communication is maintained through a **weekly newsletter**, which is available every Thursday on our website [www.standrews.wa.edu.au](http://www.standrews.wa.edu.au). A paper copy is available through the school office. This is the best way of keeping in touch with school happenings, so please be sure to read it.

Teachers also communicate with families via telephone, notes, Seesaw interactive app, Dojo interactive app or similar, SMS, parent interview requests or emails. Protocols are established for communication at the Parent Information Afternoon in Term 1.

## SOCIAL MEDIA – CODE OF CONDUCT

**Parents/Guardians should refrain from raising issues via social media platforms or allude to the school in anyway, name the school or name staff. This is not best practice for resolving issues/problems. Any persons bringing the school or staff into disrepute on Social Media will not be operating within the school ethos and will be assisted to move to another school. A Code of Conduct exists for both parents and staff. Please take the time to read it.**

## SCHOOL HOURS

Meet and greet at 8.20am. Classes commence at 8.30am and end at 2.45pm. Kindergarten commences at 8.30am and children can be collected from 2.30pm. Before recess, children (PP-Year 6) have sip and crunch then they play. At lunch children will play before they eat.

Sip and Crunch is between 10.15am-10.25am. Recess is from 10.25am-10.40am the children play and then return to class. A piece of fruit or one item of healthy food is recommended. **Lunch** playtime is between 12.20pm-12.45pm, then from 12.45pm-1.05pm the children eat their lunch and then return to class.



**Children should not arrive at school before 8.00am.** Supervision commences at this time and they are supervised in the Undercover Area until 8.20am when they are dismissed to their classrooms. Children who arrive at school after 8.30am, need to be signed in by a parent and obtain a “late slip” from the office to give to their teacher.

## LEAVING SCHOOL EARLY

When your child needs to leave the school during normal school hours, please sign your child out in the book at the Office and collect a “leaving early slip” to hand to the teacher. Present the slip to the class teacher when you collect your child.

## ABSENCES

When your child is absent from school, a phone call, text messaging, voice messaging or email must be made advising the school of the absence unless the teacher has already been advised. An SMS message is sent to all families with registered mobile phone numbers if a phone call has not been made early on the day of absence. On your child’s return to school, a signed note must be supplied detailing the reason for the absence. This is a legal requirement. The school mobile for text messaging or voice messaging is 0458 558 780. This number is only to be used for absences.

## DROP OFF / PICK UP / PARKING

Children can be collected from the ‘Kiss ‘n’ Ride’ gate on Victorsen Parade, the oval gate on Waring Green, the gate near Administration or their classrooms. However, to offset the burden on the ‘Kiss N Ride’ we prefer that Parents of Year 3-6 children drop off and pick up in the Church or Anthony Waring Oval car parks. Please follow the road markings when waiting at the ‘Kiss and Ride’. The surname of the child to be collected is encouraged to be clearly visible on the passenger side visor of the car. This will greatly assist the Teacher on duty. There is no parking in the “Kiss ‘n’ Ride” zone at any time. Children who are not picked up by 3.00pm will wait at the office and are picked up from there. Parking within the school grounds is for staff, delivery and ACROD parking only and is controlled by automated gates.



## PLAYGROUND EQUIPMENT

All playground equipment is out of bounds and cannot be used before and after school for insurance reasons.

## BUS SERVICE

Please obtain details regarding this from the school office.



## ASSEMBLIES

School assemblies are advertised in the Term Planner and commence at 8.45am on Fridays. Merit Awards and Making Jesus Real Awards are presented on a rostered basis.



## SCHOOL BANKING

School banking with the Commonwealth Bank is held on Tuesdays and information packs are available from the school office. Volunteers are welcome to help with Tuesday banking.

**OSHClub** is a Before/After School Care and Pupil Free Days (depending on numbers) for Kindergarten and primary aged children in the school community. It is located at St Andrew's Catholic Primary School in the MPR1 classroom. Before School Care is from 6.45am to 8.20am and After School Care is from 2.30pm to 6.00pm. Enrolments are made online at [www.oshclub.com.au](http://www.oshclub.com.au). Head Office hours are between 9.00am and 5.00pm Monday to Friday on 1800 460 870.



## HEALTH MATTERS

The School Dental Service of the Public Health Department has a Dental Therapy Centre at Merriwa Primary School, Baltimore Parade, Merriwa. Pre-primary, and high school children are eligible for treatment. The School Health Nurse visits the school regularly and is available to families. A psychologist also visits the school at the request of the Principal. Please keep children who are ill at home and inform staff if your child has an infectious disease or condition. A Medical Plan is required for a child with an ongoing condition eg. Asthma, peanut allergy, epilepsy, diabetes. This must be completed and lodged with the school office. If a child becomes ill or suffers an accident whilst at school, the parent or guardian will be contacted immediately. You may be asked to take the child home, or, in the case of an accident, you will be notified of the situation. Please keep the school informed of any changes to home or work telephone numbers and emergency contacts.

Recommendation from Anaphylaxis Advisory Groups on school policy is that we are an: "allergy aware environment" as opposed to "Nut Free School" as legally we can never guarantee 100% that nuts don't get brought in by mistake.

When possible, student medication should be administered by the parent/guardian during school hours. If this is not possible, written information or a letter from the Doctor may be supplied or an authorisation form completed at the school office. The medication must be held at the school office, not by the child.



## RELIGIOUS EDUCATION



The Religious Education programme aims to develop the students' knowledge and faith dimension. It respects the freedom of everyone to respond to God's personal invitation. Class Masses are held in the Church for Years 4, 5 and 6 and Liturgies are held in the classrooms/hall for Pre-primary, Year 1, 2 and 3. The Masses and Liturgies are held on Wednesday mornings. Mass is an important aspect of the Religious Education we offer students. Year 3 and 5 students sit the

Archbishop's Religious Education Test in August. This is an opportunity for parents to receive feedback on their child's understanding of key concepts from the Religious Education curriculum.

## SACRAMENTAL PROGRAMMES

The Catholic Sacramental Programmes (Reconciliation, Eucharist and Confirmation) at St Andrew's are Parish based, Family focused, and School supported. The programmes include parent meetings, an enrolment Mass and a workshop, all of which must be attended. Parents are advised to maintain communication with the school regarding the Sacramental programme and to read all relevant information that is supplied. Children receive the sacraments at the discretion of the Parish Priest who ascertains their readiness.



## PASTORAL CARE

In keeping with our Vision Statement and the stated ethos of Catholic schools, the Pastoral Care Policy has been developed. By doing this, the school assists parents in developing a set of values and a code of behaviour, thereby ensuring that all members of our school community feel a sense of belonging in an atmosphere of trust and acceptance. St Andrew's Catholic Primary School aims to develop among its student's beliefs in the value of:

- A personal commitment to Christ, Gospel values and the Catholic Faith.
- Prayer in their daily life - both spontaneous and formal.
- Their own abilities and qualities and acceptance of their limitations.
- A caring attitude towards all people.
- Love and respect of family life.
- Being honest and truthful.
- Taking and accepting responsibility for their actions.
- Respecting others and their property.
- Expressing their emotions in an appropriate manner.
- Respecting their own culture and that of others.
- Using leisure time in an enjoyable and constructive manner.
- Appreciating and caring for the natural environment.

**The 'Making Jesus Real' (MJR) programme, which is implemented here, actively supports our Pastoral Care Policy. We encourage WEST behaviours: Welcoming; Encouraging; (saying) Sorry; (saying) Thanks.**

## CHRISTIAN SERVICE LEARNING

Several fundraising events occur during the year including Project Compassion, Catholic Mission, and St Vincent de Paul and families contribute to the needs of others through their donations to these charities. The St Vincent de Paul basket is in our front office and contributions of non-perishable food and other items may be made throughout the year. In Year 5, students are encouraged to join 'Young Vinnies' to carry out the work of the Society of St Vincent de Paul in the school.



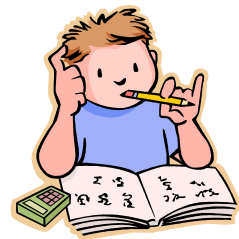
## SEASONS FOR GROWTH

This programme operates during the year, for children who are experiencing grief or social issues under the guidance of Sister Wendy. Information is provided when the programme is about to begin and parents may request their child's participation in the programme.

## HOMWORK

Homework is given for any one or combination of the following:

1. Practice/revision of work already covered in class.
2. Research into topic being treated in class.
3. Activities related to a topic being taught in class.



The total time spent on homework nightly (Monday—Thursday) should not exceed (unless wanting to complete more by the child):

- Year 1 and 2 = 8 to 10 minutes
- Year 3 and 4 = 10 to 15 minutes
- Year four, five and six = 30 to 45 minutes



## STATIONERY REQUIREMENTS

A list is sent home in November each year detailing requirements for the following year. Parents are asked to supply the items on the list and ensure that the items are available throughout the year.

## BYOD PROGRAM

In Year 4, 5 and 6 the children are requested to bring their own personal device to school each day (iPad or similar). Students will be required to abide by the school ICT Policy and will sign forms relating to this. Information regarding this program and policy will be provided closer to the time, to all families.

## PERSONAL ELECTRONIC DEVICES

No personal electronic devices, including MP3 players, iPods, cameras or mobile phones, may be used during school hours, unless under the direct supervision of the teacher. All such devices need to be handed in to the school office by 8.20am and collected from the school office at 2.45 pm. The school will take no responsibility for personal items not handed in that are subsequently lost or stolen. Items confiscated by teachers will need to be claimed by a parent or guardian.



### CANTEEN

Canteen is available on Monday, Wednesday and Friday each week. The canteen menu is available on the school's website or from the school office. Volunteers are welcome.

We encourage healthy eating at St Andrew's as a healthy diet aids alertness, learning and general wellbeing. Please send your child to school with nutritious food. For example: fruit rather than potato chips.

### TOYS AND SPORTING EQUIPMENT

No toys or sporting equipment are to be brought to school except when requested by a teacher (eg. For 'Show and Tell'). This avoids disappointment should the item be broken or stolen.



### LIBRARY

Children from Kindy to Year 6 borrow from the library. All library books are taken home inside a library bag. Please ensure books are returned to school in the same way they went home. The cost of replacement for damaged or lost books will be invoiced to the family.

### SCHOOL UNIFORM REQUIREMENTS

The uniform at St Andrew's Catholic Primary School is a symbol of the school community and it assists students to develop a sense of unity and belonging. Parents are expected to support the uniform policy and see that students leave home in the correct uniform.



PERM-A-PLEAT SCHOOLWEAR  
Retail Shop



St Andrew's Catholic  
Primary School

### PERM-A-PLEAT – ST ANDREW'S ONLINE UNIFORM STORE

Most of our uniforms have been taken back to Perm-a-Pleat. You will be able to order directly from them which will be delivered to your home address. You will find the Perm-a-Pleat / St Andrew's Retail Shop access button on our webpage. There are instructions on "How to Order" on the right-hand side of the page. From 2020 the St Andrew's Uniform office will be opened on Friday mornings from 8.00am to 9.00am for anyone who would like to try on the sample stock. The office is in the Undercover Area. Below is the link to the Online Uniform Store:

<https://standrewscatholicps.permapleat.com.au/shop/>

- All children in Years Pre-primary to Year 6 are required to wear the school uniform as specified.
- A note of explanation is required if the correct uniform is not being worn.
- If a student is not wearing the uniform correctly, a uniform infringement notice will be issued.
- The class teacher will keep a record of notices issued. Receipt of three uniform infringement notices in a Term will result in a detention.
- All items of clothing are to be clearly marked with the child's full name.
- Sports uniform is to be worn on class physical education and sport days.
- The broad brimmed school hats must be worn throughout the year. The 'No Hat, No Play' rule is enforced.



## UNIFORM – Pre-primary Students

Pre-primary students dress requirements are:  
 Sky blue polo shirt with school logo  
 Navy blue shorts

**Sport shoes – mainly white**

Sport socks – white with blue strip trim

Navy blue track top  
 Navy blue track pants  
 School backpack  
 Navy-blue school hat  
 School library bag

## Kindergarten

There are no uniform requirements for Kindergarten, though most children wear the red polo shirt that is available from the uniform shop.

## Personal Grooming

- Hair must be clean, neat and tidy. Students must have their hair styled or restrained so that it does not fall onto the face.
- Fringes must be no longer than the top of the eyebrows. If long, hair clips must be used to keep hair off the face.
- Hair that is longer than the collar is to be neatly tied back always with a scrunchy, ribbon or elastic band in school colour/s (sky blue/navy blue).
- **Extremes in hair colour and styles are not acceptable.**
- The wearing of nail polish and makeup is not allowed. Acceptable items of jewellery are a watch, holy medal on a fine chain and one set of stud or sleeper earrings (gold or silver). Some of these items may need to be removed for some activities for safety reasons. Expensive jewellery should not be worn to school. No coloured jewellery.
- A plain navy-blue scarf may be worn in winter.



## UNIFORM - Year 1 to Year 6 Students

Summer Uniform: Terms 1 and 4		Winter Uniform: Terms 2 & 3	
Girls	Boys	Girls	Boys
<ul style="list-style-type: none"> <li>• School blue check dress</li> <li>• School socks visible above the shoes</li> <li>• Black leather school shoes*</li> <li>• Brown/Black sandals</li> <li>• School hat</li> <li>• School backpack</li> <li>• School library bag</li> </ul>	<ul style="list-style-type: none"> <li>• Sky Blue School shirt, short/long sleeve</li> <li>• Navy Blue school shorts</li> <li>• School socks visible above the shoes</li> <li>• Black leather school shoes*</li> <li>• Brown/Black sandals</li> <li>• School hat</li> <li>• School backpack</li> <li>• School library bag</li> </ul>	<ul style="list-style-type: none"> <li>• School blue tartan tunic</li> <li>• Sky blue School long/short sleeve shirt</li> <li>• School Tie (Yr 3-6)</li> <li>• Navy blue school socks visible above the shoes or navy-blue stockings / tights</li> <li>• Black leather school shoes*</li> <li>• Navy blue school jumper</li> <li>• School hat</li> <li>• School backpack</li> <li>• School library bag</li> </ul>	<ul style="list-style-type: none"> <li>• Sky blue School long/short sleeve shirt</li> <li>• School grey trousers or 'college' shorts</li> <li>• School tie (Yr 3-6)</li> <li>• Navy blue school socks visible above the shoes</li> <li>• Black leather school shoes *</li> <li>• Navy blue school jumper</li> <li>• School hat</li> <li>• School backpack</li> <li>• School library bag</li> </ul>

- \* Must be a school dress shoe, not jogger or boot style, no platforms / high heels. See sample pictures in the uniform shop.
- \* Please note children will require a long-sleeved shirt if representing the school. Eg. Performing Arts.

### Girls and Boys Sports Uniform:

- Sky blue polo shirt with school logo
- Navy blue school shorts
- Navy blue school hat
- Navy blue school track top
- Navy blue school track pants
- **Sports shoes – mainly white**
- White school socks



### CO-CURRICULAR ACTIVITIES

Each year the school offers a variety of co-curricular activities both during the school day and before or after school. Activities may include Academic Extension, Drone Club, Chess Club, Stream (Stem) Club, Instrumental Tuition, Interschool Carnivals, Cross Country, Support Program, Academic Extension Programme, Swimming, Aqua Fun Day, St Andrew's Day Activities, Excursions, Incursions, Music/Dance Activities, Lightning Carnivals, Academical All Stars, Tournament of Minds, Speak Up Competition, Lightning Carnivals, Performing Arts, Young Vinnies to name but a few.

### PARENTS WITH CONCERNS - DISPUTE RESOLUTION

If a parent has a concern about an issue at the school, the matter should be discussed with the relevant staff member initially. Concerns about the implementation of the program or the care of a child should be referred to the educator responsible for the program.

If the parent still believes action is necessary after discussion with the educator, the matter should be referred to the Assistant Principal. The matter can be referred to the Assistant Principal either in person or in writing.

The Assistant Principal is responsible for initiating a process to resolve any dispute or complaint within the school.

In cases where the matter cannot be resolved between the Assistant Principal and the parent, then the matter is referred to the Principal.

Where a dispute or complaint involves the Principal, the matter may be referred directly to the Catholic Education.

For further information, please refer to our Dispute Resolution Policy on the school website.



## **SCHOOL PRAYER**

Loving God,

As the community of St Andrew's  
we thank you for your guiding hand  
and ask for your continued blessings  
upon us.

May our school be a place where we  
value truth, justice, kindness and the  
special gifts of one another.

May we have the strength and  
commitment to meet life's  
challenges, with St Andrew  
as our guide.

Amen