

St Andrew's Catholic Primary School



Companions on the Journey

General Information Booklet 2023

60 Victorsen Parade, Clarkson, WA 6030
Office Hours 8.00am – 3.15 pm
Phone: 6206 4100 Fax: 6206 4101
Email: admin@standrews.wa.edu.au
Website: www.standrews.wa.edu.au
Facebook: <https://www.facebook.com/standrewscps/>

VISION STATEMENT

Saint Andrew's School offers an education that acknowledges, respects and nurtures the uniqueness of each child.

Within a framework of Catholic values and teamwork, the students will be challenged and supported to recognise their gifts and to develop their potential as they learn and contribute to their community.

We endeavour to provide a quality Catholic education which is Christ centred, child focused.

SCHOOL LEADERSHIP TEAM

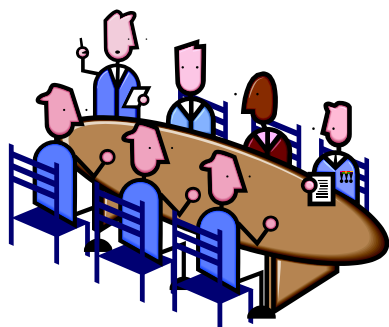
Principal:	Mr Sam Fontaine
Assistant Principal:	Mrs Alison Campbell
Assistant Principal:	Mr Fintan Archer

TERM DATES FOR 2023

Term 1	Wednesday 1 st February - Thursday 6 th April
Term 2	Wednesday 26 th April – Thursday 29 th June
Term 3	Tuesday 18 th July – Thursday 21 st September
Term 4	Monday 9 th October – Friday 8 December Tuesday 5 Dec – Kindy (Last day)

PUPIL FREE DAYS AND PUBLIC HOLIDAYS FOR 2023

Term 1	Monday 6 th March and Tuesday 7 th March
Term 2	Monday 24 th April, Tuesday 25 th April, Monday 5 th June, Tuesday 6 th June and 30 th June
Term 3	Monday 17 th July and 22 nd September
Term 4	Tuesday 14 th November (Kindy Only)



PARENT ADVISORY COUNCIL

The Parent Advisory Council is responsible for assisting the Principal with the financial management of the school. The Parent Advisory Council helps the school fulfil its educational responsibilities and ensures that policies and practices are in accordance with CEWA Ltd guidelines. Membership is by election, if required, which takes place at the Annual Community Meeting, usually held in November each year. (No nominations for the Parent Advisory Council are accepted off the floor at the Annual Community Meeting.)

PARENTS AND FRIENDS' ASSOCIATION

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

- To facilitate community building activities.
- To provide social activities for the school community.
- To provide an avenue for communication.
- To build community.
- To support the education of the students.



All members are parents 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 and year level. Parents are involved in the Parent Advisory Council, Parents and Friends, canteen, library, class excursions and class support. 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. Confidentiality is essential if assisting in the school. As a parent of the school, you are invited follow the St Andrew's School Facebook and Instagram pages as we all the P&F Facebook page. Appropriate use of social media is expected.



COMMUNICATION

It is important that communication between home and school is frequent, open and honest. A **Parent Information 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 Kindy – 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 or contacting your child's teacher via the online communication platform.

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

Communication is maintained through a **weekly newsletter**, which is available every Thursday on our school website 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, SMS, School Facebook, parent interview requests or emails. Protocols are established for communication in the Code of Conduct.

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 parents, students and staff. Please take the time to read it.

SCHOOL HOURS

At 8.20am school commences with a meet and greet and supporting children's learning (conferencing, interviewing, reading to a staff member, Mangahigh, Literacy Pro, Nessie) and the day ends at 2.45pm. Kindergarten commences at 8.30am and children can be collected from 2.30pm. Before recess, children (PP-Year 6) have Crunch and Sip then they play.

Crunch and Sip is between 10.15am-10.25am. Recess is from 10.25am-10.40am when the children play and then return to class. A piece of fruit or one item of healthy food is recommended. At lunch, children will play before they eat. **Lunch** playtime is between 12.25pm-12.45pm. 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 children are supervised in the Undercover Area until 8.20am when they are dismissed to their classrooms. Children who arrive at school late need to be signed in by a parent at the front administration office and obtain a “late slip” 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 or iPad 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 message, voice message, seesaw message 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 Pre-primary, 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 n 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 – BEFORE /AFTER SCHOOL

All playground equipment is out of bounds and cannot be used before or 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 8.40am on Fridays. Merit Awards and Making Jesus Real Awards are presented on a rostered basis.

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 7.00am to 8.20am and After School Care is from 2.30pm to 6.00pm. Enrolments are made online at 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, 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 must be completed for a child with an ongoing condition eg. Asthma, peanut allergy, epilepsy, diabetes and then 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.



Please be aware that our school is an **“Allergy Aware Environment”** and nuts should not be sent to the school in your child's lunchbox.

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 and an authorisation form completed at the school office. The medication must be held at the school office, not by the child.

RELIGIOUS EDUCATION



All Masses are advertised in the term planner. 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 for Years 4, 5 and 6 and Liturgies of the Word for Pre-primary, Years 1, 2 and 3 are held in the Church on Wednesday mornings. Mass is an important aspect of the Religious Education program at the school.

Children also attend Mass on Holy Days of Obligation and significant feast days, during the year. 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, 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 encultured at St Andrew's, actively supports our Pastoral Care Policy. We encourage WEST behaviours: Welcoming; Encouraging; (saying) Sorry; (saying) Thanks.

CHRISTIAN SERVICE LEARNING

Several free dress fundraising events occur during the year including Project Compassion, Catholic Mission, Life Link 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. Events, which are held during the year are advertised in the term planner and school newsletter.



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.



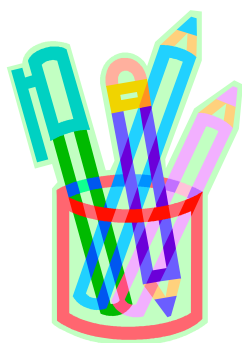
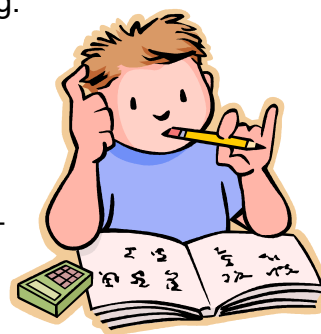
HOMEWORK

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 4, 5 and 6 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 Years 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 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 into the school office by 8.20am and collected from the school office at 2.45pm. 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



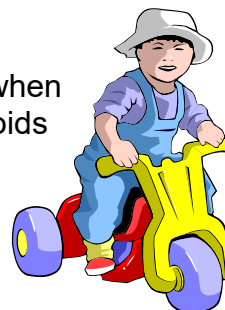
Canteen is available on Monday, Wednesday and Friday each week. The canteen menu is available on the school's website or from the school office. The Canteen Manager makes a concerted effort to make a number of home-made products on a daily basis. Volunteers are welcome. Parents have the opportunity to order online. Please visit the school website which has a link and instructions.

The canteen menu is changed and updated each term to provide a variety of different foods over the year.

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 prepacked, high fat, salt and sweetened foods.

TOYS AND SPORTING EQUIPMENT

Toys or sporting equipment are not 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 – ST ANDREW'S ONLINE UNIFORM STORE

Families are able to order school uniforms directly from Perm-A-Pleat and either delivered to school or your home. You will find the Perm-A-Pleat / St Andrew's Retail Shop access **here**. There are instructions on "how to order" on the right hand side of the page. Each Friday, located in the school's undercover area, the St Andrew's Uniform Office will be open from 8:00am to 9:00am. Sample sizes of every uniform will be available to try on.

<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.
- Positive Rewards are issued periodically to students wearing correct uniforms.

UNIFORM – Pre-primary Students

Pre-primary students dress requirements are:

Navy blue track top,	Navy blue track pants,
Sky blue polo shirt with school logo,	School backpack
Navy blue shorts	Navy-blue school hat
Sport shoes – mainly white	School library bag
Sport socks – white with blue strip trim	

Kindergarten

There are no compulsory uniform requirements for Kindergarten students. However, most children wear the red polo shirt and school shorts. The red polos are available from the St Andrew's Uniform Office. Each Friday, located in the school's undercover area, the St Andrew's Uniform Office will be open from 8:00am to 9:00am.

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** – this includes motifs cut into the hair line.
- 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

CURRENT

Summer Uniform – Option 1

Summer Uniform – Option 2

Winter Uniform – Option 1

Winter Uniform – Option 2

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

* 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.

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 laces only)**
- White school socks



PLAY GROUP

St Andrew's Catholic Primary School is a Catholic, child centred, co-educational, primary school that offers **playgroup for children who are 1, 2, 3 years of age**. Playgroup operates on a Tuesday morning in the school hall. This learning environment is supported by experienced and dedicated staff and the play-based program engages the child. Parents must stay with their child at all times while at playgroup. A very modest fee is charged for attendance to the playgroup and is paid to the front office each semester. For more details about playgroup, please contact the front office.

CONTEMPORARY LEARNING

Specialist teachers add to a dynamic and innovative curriculum which extends beyond the classroom. Specialist teachers provide Indonesian, Physical Education, Library, Music, ICT and STREAM (science, technology, religion, engineering, art, mathematics) using our well-equipped facilities.

St Andrew's also operates several different intervention and extension programs and strategies for its students. Small class sizes encourage close supervision of children's progress. The school has excellent facilities throughout, including the latest in STREAM. (science, technology, religion, economics, the arts, mathematics). The classrooms offer the latest contemporary furniture as well as both structured and unstructured seating arrangements.

Our school also encourages the continued use of contemporary teaching pedagogy and thinking skills. Transformation is strongly encouraged at St Andrew's. The use of learning technologies within the classroom is up to date with new initiatives being introduced and implemented throughout the learning environment. The school and staff pride themselves in differentiating the curriculum to support the child's individual learning needs.

CO-CURRICULAR ACTIVITIES

Complementary programmes include academic extension, integrated arts, Mac Lit / Mini Lit, Mathematics Support, Enrichment Program, higher order / open ended thinking skills, Perceptual Motor program, Dyslexia Support Groups, Indigenous Support Sessions, Emotional well-being sessions, Aussie Optimism, Literacy Pro, Physical Literacy Program sessions band, choir, and an instrumental tuition program. We are involved in interschool athletics, swimming lessons, regional tournaments, competitions, lightning carnivals, performing arts and cross-country competitions. All children are encouraged to participate. Other opportunities for student involvement include band, choir, STREAM (STEM) clubs, run club, after

school sports club, TOM club, reading club, after school sports club, chess club and Young Vinnies.



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 Office.

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



ST ANDREW'S
Catholic Primary School

SCHOOL SONG

COMPANIONS ON THE JOURNEY

We are companions on the journey,
Breaking bread and sharing life;
And in the love we bear is the
hope we share
For we believe in the love of our God,
We believe in the love of our God.

No longer strangers to each other;
No longer strangers in God's house;
We are fed and we are nourished,
By the strength of those who care,
By the strength of those who care.

We are companions on the journey,
Breaking bread and sharing life;
And in the love we bear is the
hope we share
For we believe in the love of our God,
We believe in the love of our God.

We have been gifted with each other,
And we are called by the word
of the Lord;
To act with justice, to love tenderly,
And to walk humbly with our God,
To walk humbly with our God.

We are companions on the journey,
Breaking bread and sharing life;
And in the love we bear is the
hope we share
For we believe in the love of our God,
We believe in the love of our God.

ATTENDANCE PROCEDURES

Sources of Authority:	
CECWA Policy	Community
Executive Directive	Student Safety, Wellbeing and Behaviour

Objective

The Executive Directive – Student Safety, Wellbeing and Behaviour guides the creation of cultures of safety and wellbeing where students feel safe and can flourish in their learning and development.

Rationale

The *School Education Act 1999* mandates that all children of primary age attend school. Other things being equal, time spent learning face-to-face at school is the single biggest factor in learning success. Parents/guardians are encouraged not to allow students to miss school unnecessarily as most instruction is sequential and lost lessons may be difficult for children to make up. Parents/guardians must enrol a child of compulsory age at a registered school and ensure the child attends school at all times when the school is open for instruction. Parents/guardians must provide an explanation for any absence their child has and work in partnership with the school to support attendance.

St Andrew's Catholic Primary School monitors and manages student attendance in order to maximise the opportunities of all students to learn. St Andrew's follows the CEWA Student Attendance Process.

Definitions

AUTHORISED ABSENCE (EXPLAINED): A principal can record an absence as 'Authorised' if there has been a reasonable explanation for a student's absence.

A reasonable excuse for the purposes of explaining a school absence can include:

- medical or dental appointments
- bereavement or attendance at a funeral, including Sorry Business
- illnesses and accidents
- unforeseen and unexplained circumstances
- compliance with another law that results in the child's absence
- The child is receiving distance education through a registered school
- The child is undertaking approved education, training and/or employment
- The child has been suspended
- The child is attending or observing a religious event, culture observance or obligation.

UNAUTHORISED ABSENCE (UNEXPLAINED): A principal can record an absence as 'Unauthorised' when there has been no reasonable explanation provided for the absence. If a reason is given to the principal and it is not approved, then the school will notify the parent/carer in writing.

In general, it is expected that these absences would not be excused:

- The parent did not seek approval beforehand, or in accordance with school procedure.
- The student was absent due to leisure or social activities without approval.
- The conditions of an authorised absence were not met (for example, a student absence learning plan during a family holiday was not completed).
- The parent has provided no explanation for the absences.

PARENT: In relation to a child, means a person who at law has responsibility for the long-term care, welfare and development of the child; or the day-to-day care, welfare and development of the child.

Principles

St Andrew's Catholic Primary School will keep accurate attendance records for all students enrolled at the school that are able to be reproduced in written form to record whether a student's absence was authorised or unauthorised. We will record a student as:

- present for a half day when the student has attended at least two hours of instruction
- present if they are on a school-approved activity or attending off-site
- retain attendance records in accordance with the *School Education Regulations 2000* and the Retention and Disposal Schedule for Department of Education School, College and Campus Records
- retain documentation of all contact and intervention strategies implemented in addressing a student's absence.
- include the attendance data of every student enrolled in response to requests for school attendance data (for example, participation in the Attendance Data Collection).
- request a reason for a student's absence be provided to the Principal's satisfaction

PROCEDURES FOR RECORDING ATTENDANCE

1. Classrooms open at 8:20 am with classroom instruction commencing at 8:30am. Students should be in their class by 8:30am.
2. Students arriving after 8:30am must sign in the Late Register in the office and take a Pass to the class teacher. If students arrive late to class without a Pass, teachers should send the student back to the office to sign in.
3. Teachers will mark students absent or present by 9:00am on SEQTA.
4. Parents are asked to notify the school if their child will be absent by phone or email by 9:00am. If verbal notification has been given, this must be followed by written notification, via note or email, on the child's return to school.
5. Teachers will again mark students absent or present at 1:05pm on SEQTA.
6. Parents planning an extended absence from school (e.g. holiday) are required to send in a written explanation to the Principal before departure - a month in advance if possible.
7. Notified absences are recorded on SEQTA by the Administration Officer.

8. The Administration Officer will send an SMS message to the parents of students who are absent without notification before 10:00am. If parents do not respond to the SMS message, the Administration Officer will follow-up with a phone call directly to the parents.
9. On a regular basis, teachers/the Administration officer will send follow-up letters to the parents of all students who have been absent without notification or have not submitted written notification of their absence for the previous term.

STRATEGIES USED TO RE-ENGAGE STUDENTS WHOSE ATTENDANCE HAS FALLEN BELOW ACCEPTABLE LEVELS

1. When a student's attendance is below 90% or is identified as a concern, the class teacher will contact the parents to investigate the reasons for the student's absence and/or help develop and implement strategies for improved attendance. At this meeting, parents will be offered support and advised of the importance of attendance at school. The school will also develop and implement individual attendance planning.
2. If student attendance does not improve to a point where it is no longer a concern, a case conference will be convened with the parents, teacher, student (if age appropriate), Assistant Principal and if required, relevant external agencies and the school's Pastoral Care Officer. The school will reassess the individual attendance planning that is in place and make modifications as required.
3. If required, the school will also liaise and seek advice from the CEWA Psychology Team.
4. The Principal will document and monitor all intervention strategies used to address a student's absence.
5. Where persistent absence persists, the Principal will contact the School Attendance Officer at the Department of Education's North Metropolitan Regional Office and the CEWA Regional School Improvement Advisor.