



**ST JUDE'S
CATHOLIC PRIMARY SCHOOL**

WE CENTRE OUR LEARNING IN CHRIST
AS WE STRIVE TO ACHIEVE EXCELLENCE

Parent Information Handbook *2019*

Welcome to the 2019 school year at St Jude's Catholic Primary School

The information in this booklet lists the procedures and routines of St Jude's School so that your child's education can be as smooth and fruitful as possible. We appreciate parents' co-operation in following these routines as it helps us function efficiently as a collaborative community.

Term Dates

TERM ONE

Students return	Monday 4 February
Labour Day Holiday	Monday, 4 March
Pupil Free Day	Tuesday, 22 March
Students finish	Friday, 12 April
Good Friday	Friday, 19 April
Easter Monday	Monday, 22 April
Easter Tuesday	Tuesday, 23 April

TERM TWO

Students return	Monday, 29 April
Pupil Free Day	Friday, 31 May
WA Day Holiday	Monday, 3 June
Pupil Free Day	Tuesday, 4 June
Students finish	Friday, 5 July

TERM THREE

Students return	Monday, 22 July
Pupil Free Day	Monday, 19 August
Students finish	Friday, 27 September

TERM FOUR

Students return	Monday, 14 October
Pupil Free Day	Monday, 4 November
Students finish	Friday, 13 December
Teachers finish	Friday, 20 December

Staff for 2019

Principal	Ms Jonnda Simpson
Assistant Principal (Religious Education)	Mr Graham Maher
Assistant Principal (Administration)	Ms Melinda Allen
Pastoral Care Worker	Sr Sandra Smolinski (Wednesday & Thursday)
Pre-Kindergarten (3 year olds)	T.B.A.
Kindergarten (4 year olds)	Mrs Lu Lambert
Kindy Teacher Assistants	Mrs Lily Ty, Mrs Leanne Consedine
Pre Primary	Miss Natalie Guagliardo
Pre-Primary Teacher Assistant	Mrs Jane Grupillo
Year One	Mrs Elle Fonseca
Year One Teacher Assistants	Mrs Sharon McFarlane, Mrs Emilia Berger (Sem 1)
Year Two	Miss Amanda De Gooijer
Year Two Teacher Assistant	Miss Sabrina Sinagra (Sem 1)
Year Three	Miss Elena Carey (Term 1) Mrs Samantha Throssell (Term 2)
Year Three Teacher Assistants	Mrs Jackie Edwards, Mrs Buddhi Thiranagama (Sem 1)
Year Four	Mr Graham Maher, Mrs Gaylor Murray
Teacher Assistant	Mrs Justine Throssell
Year Five	Mrs Rachel Renton
Teacher Assistant	Mrs Justine Throssell
Year Six	Mr Joseph Giorgio
Teacher Assistant (4, 5 & 6)	Mrs Justine Throssell
Physical Education	Mr Bruce White
STEM	Ms Mel Allen
ART	Mrs Janet Cattrall
Japanese	Mrs Mariko Waghorn
Literacy Support	Mrs Tina Hunter
Enrichment	Ms Melinda Allen
Office Administration	Mrs Arlene Dique
Finance Officer	Mrs Yvonne Nicholls
Canteen Manager	Mrs Lily Ty
Uniform Shop Manager	Mrs Linda Aldworth

School Board

Board

Mrs Larni Doherty
Mr Mark Duchesne
Mrs Rupinder Kaur
Mrs Jendy Cook
Mrs Sam Moonemalle

Ex Officio Members

Mrs Jonnda Simpson (Principal)
Father Terry Raj (Parish Priest)

FOSJ Representative

T.B.A.

Co-opted member

Ms Melinda Allen (Assist. Principal)

Co-opted member

Mrs Elle Fonseca (Assist. Principal)

Class Parent Liaison Representatives

Kindy

T.B.A.

Pre-Primary

Year One

Year Two

Year Three

Year Four

Year Five

Year Six

Friends of St Jude Committee

Mrs Renae Minjoot
Mrs Mema Apar
Ms Jasamyne Doherty

St Jude's Parish

Parish Priest Fr Terry Raj

Phone No: 9458 1946

Fee Payment Options

Fees are charged yearly and families are offered the following payment options:

- Option 1** Payment in full - whole year's fees
(a 5% discount applies to Tuition Component only if paid before end of March+)
- Option 2** Term by term payment
- Option 3** Direct Debit either fortnightly or monthly. Many families find that this option greatly assists their financial planning. (Direct Debit forms are available from the Office)

It is in Christian faith that we seek justice for all members of our community by being fair in our expectations of parents/guardians to support financially the needs of the school community. We do this by actively pursuing the collection of school fees where parents have the capacity to pay.

The practice of justice and charity requires that requests for fee variations be treated with dignity, compassion and confidentiality and the inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any Catholic child from St Jude's Catholic Primary School.

At the start of each school year any families experiencing financial hardship **must** see the Principal to discuss alternative fee structures and methods of payment. Adjustments to fees will be made at the Principal's discretion for families starting or finishing during the school year.

Every family is expected to honour the **confidential** fee arrangement as discussed with the Principal.

The School does seek recovery of unpaid fees through a registered collection agent. Debt recovery costs will be added to the outstanding amount.

THREE YEAR OLD KINDY FEES

A fee account is issued ANNUALLY. However, full payment for each term is due by Week 2 of each term. Please note that 3 year old Kindy fees are not eligible for ANY discounts since this program is not Government funded.

HEALTH CARE CARD HOLDERS

In 2016, parents/guardians who are responsible for the payment of school fees and hold a current means tested family Health Care Card or Pensioner Concession Card with specific codes, will be entitled to a discount **on tuition fees**. Please check with the office for these fees to be calculated.

- **The discounted tuition fee DOES NOT cover additional charges such as excursions, amenities, swimming, P & F levy and building levy.**

To access the Health Care Card Tuition Fee Discount Scheme parents/guardians will need to show a valid Health Care Card or Pensioner Concession Card and complete a simple form available at the office. **Holders of cards are expected to bring in new cards ON EXPIRY to continue to be entitled for the discount.** Adjustments to the full fee account will be made if current cards are not provided on EXPIRY.



FEES 2019

FEES		1st Child	2nd Child 20%	3rd Child 40%	4th Child 100%	Kindy 1st	Kindy 2nd 20%	Kindy 3rd 40%	Kindy 4th 100%
Sibling Tuition Discount									
Tuition		\$ 1,125.00	\$ 900.00	\$ 675.00	\$ -	\$ 675.00	\$ 540.00	\$ 405.00	\$ -
Amenities		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
Information Technology		\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00
Building Levy		\$ 225.00				\$ 225.00			
FOSJ Levy		\$ 75.00				\$ 75.00			
Year Book		\$ 20.00				\$ 20.00			
Extended Learning Expenses		\$ 215.00	\$ 215.00	\$ 215.00	\$ 215.00	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00
PPrim do not swim(-\$100)									
School Fee Total		\$ 1,840.00	\$ 1,295.00	\$ 1,070.00	\$ 395.00	\$ 1,225.00	\$ 770.00	\$ 635.00	\$ 230.00

School Times

Kindergarten	Tuesday	8.40 am to 3.00 pm
	Thursday	8.40 am to 3.00 pm
	Fridays	8.40 am to 3.00 pm
Pre Primary	Monday to Friday	8.40 am to 3.00 pm
Primary	Get Ready Bell	8.35 am
	Pre-Primary to Six	8.40 am to 3.00 pm
	Recess	10.40 am to 11.00 am
	Lunch	12.40 pm to 1.20 pm

Children should arrive by 8.30 am

Please Note:

- **Supervision is provided from 8.15 am to 8.30 am each morning in the covered area adjacent to the Office.**
- **Students must be seated until they are dismissed by the duty teacher at 8.30 am. The students will then walk to their classrooms.**

Office Hours

Mrs Dique (Administration) and Mrs Nicholls (Finance Officer) are always happy to assist parents with queries about the school and school fees. Our Office is open each school day from 8.00am to 4.00pm. Contact details are:

phone 6350 2500

email admin.stjudes@cewa.edu.au

Uniform Shop Hours

The Uniform Shop is run by Mrs Aldsworth. It is open during the following times during school terms only:

Monday	8.00 am to 9.30 am
Thursday	2.00 pm to 3.30 pm

Enrolment Policy

St Jude's Catholic Primary School Board, in accordance with the Catholic Education Commission of WA Policy, has the following enrolment policy:

Applications for enrolments from Kindergarten to Year 6 will be accepted in the following order:

1. Catholic students from St Jude's Parish.
2. Catholic students from other parishes.
3. Siblings of non-Catholic students already enrolled.
4. Non-Catholic students from other Christian denominations.
5. Other Non-Catholic students.

Each year the school will advertise in the school newsletter, parish bulletin and, if necessary, the local paper, for enrolments.

Names may be submitted to the school Secretary at any time for enrolment and will be entered onto the waiting list if no place is currently available.

Enrolment for year levels other than Kindergarten will be on application by the parent to the Principal who will determine eligibility for entry to our school, provided that a position is available for a new student in the appropriate year level, in accordance with the priorities stated above.

Parents who choose to apply to enrol a child at St Jude's School accept:

1. That they will abide by the policies and practices established and developed by CEWA and the School Board and School Leadership Team while their child/children are enrolled in St Jude's School. If you are unsure of any policies or practices, please consult the Principal.
2. That they are fully supportive of the Friends of St Jude Association.
3. That it is vital that family information is regularly updated, as there have been several occasions where it has been found to have changed. This provides us with:
 - (a) information for daytime contact should accidents occur. (In these cases, we attempt to first contact parents then the EMERGENCY CONTACT number.)
 - (b) permission to act on the parent's behalf if contact cannot be made.

The West Australian Curriculum

The West Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities important for all West Australian students. It describes the learning entitlement of students as a foundation for their future learning, growth and active participation in the Australian community. It makes clear what all young West Australians should learn as they progress through schooling. It is the foundation for high quality teaching to meet the needs of all students.

St Jude's teachers plan, implement, assess and report against the West Australian Curriculum.

There are 9 Learning Areas in the curriculum of Catholic schools in WA. The first Learning Area is Religious Education. St Jude's offers a broad-based curriculum with emphasis given to the care and development of the child as an individual. We recognise the vital place of faith in the lives of the

students, and are concerned with the awakening, nourishing and developing of this faith within a sound education. The nine learning areas are:

1. Religious Education

Our Religious Education program is based upon the Religious Education Units of Work as set down by the Catholic Education Office Western Australia (CEWA). At St Jude's we are committed to fostering a total Faith and Life development, showing tolerance and respect, where children will grow to their full potential and recognise their self-worth.

This program:

- Is developmental
- Is based on sharing faith through life experience
- Is Christ-centred
- Focuses on the unconditional love of God
- Makes religious education part of the daily lives of the children
- Emphasises the importance of a vital, caring and loving atmosphere where children can become the people God wants them to be
- Stresses the place of the Eucharist and the whole sacramental life of the Church

School Mass is celebrated regularly throughout the year. Children are encouraged to actively participate by singing, reading, carrying the offertory gifts or serving. All family members and the community are encouraged to attend.

The Sacrament of (First) Reconciliation (Confession) is offered in Year 3, First Holy Communion (Eucharist) in Year 4 and Confirmation (receiving the Holy Spirit) in Year 6. These are wonderful and memorable occasions for your child, and you are encouraged to participate in all aspects of these celebrations. The Sacrament of Reconciliation is available to Year 4 – 6 throughout the year.

2. English

The English program within the school focuses on Reading, Writing, Viewing, Listening and Speaking. It is based on both the focus teaching of skills and an integrated approach where skills are used in real situations. The program is based on the beliefs that:

- English instruction is meaningful, enjoyable and affirming
- Children make steady progress when strategies and activities appropriate to their level of development and their cultural and experiential background are used
- Every child has equal opportunities to be challenged and to reach their potential
- Explicit teaching is necessary for the acquisition of good oral and written language skills

A broad range of assessment and monitoring strategies is used to track students' literacy attainment. A Curriculum Adjustment Plan (CAP) or Individual Education Plan (IEP) will be written to focus on areas of need for those children identified with difficulties.

St Jude's has education support staff who work within the classrooms to assist teachers in developing sound literacy practices within the school. We continue to provide MiniLit and New Heights Reading to support students experiencing difficulties in Literacy.

Students in Years Three and Five will take part in the National Assessment Program for Literacy and Numeracy (NAPLAN). This is designed to measure overall literacy and numeracy skills. The 'On Entry' Early Assessment testing in Pre-Primary and the Observation Survey in Year One and Two are also conducted.

MiniLit & New Heights Reading

MiniLit is a balanced reading program that, across carefully structured and sequenced lessons, covers sight words, letter–sound correspondence, blending and segmenting (phonics skills) and reading connected text. Level 1 teaches children basic letter/sound knowledge and decoding skills for CVC words, with Level 2 extending their word attack knowledge by teaching commonly used digraphs and longer words.

The MultiLit Reading Tutor Program (RTP) supports students who have not acquired the basic skills needed to become functional readers. Children who have not learnt to read in the first few years of schooling, are provided with intensive, systematic reading instruction, to ensure they do not fall further behind.

The New Heights Reading Program has been shown to effectively support struggling readers and English language learners to significantly improve their reading fluency and accuracy, word recognition, writing fluency, spelling and oral language.

The intensive, systematic and progressive nature of all programs, along with the variety of short, sharp and targeted activities that reinforce every teaching concept, engages the children, keeps them on-task and reinforces learning.

3. Mathematics

The Mathematics programme is based on the premise that all students will become numerate. Being numerate is about having the disposition and confidence to use mathematics in a variety of ways, such as solving practical problems outside the classroom. It is about becoming a more informed citizen, thinking, reasoning, patterning, verifying, applying and collecting and analysing data.

The Mathematics Learning Area contains Number and Algebra, Measurement and Geometry, Statistics and Probabilities. These major learning areas are further broken down into sub-strands.

4. Health and Physical Education

Health Education covers personal, social and community health, movement and physical activity. Student will participate in the Keeping Safe curriculum which covers rights, relationships, responsibilities and ethical behaviour. This curriculum will be covered by the class teacher.

Students from Kindy to Year 6 receive weekly lessons from our specialist Physical Education teacher that focus primarily on the development of sports skills. The Phys Ed programme also includes school sports carnivals, interschool sports carnivals and other interschool team events. A number of teams, during both summer and winter, represent St Jude's in various interschool programmes. These are coordinated by our Sport Coordinator, Mr Bruce White. These include events during our summer and winter sport programmes. There are annual athletics carnivals as well as interactive opportunities with neighbouring schools.

The focus of the sports programme is on participation and skill development, rather than competition.

All students must wear the school sports uniform on the day indicated in the school newsletter, unless a note accompanies your child giving reasons for this not being the case. Children must wear the correct school uniform when representing the school. Class teachers will advise parents of sport days at the beginning of each year.

5. The Arts

Mrs Gaylor Murray provides opportunities for students to explore a wide variety of content in The Arts learning area. Students take part in singing, dancing and musical activities. Children in Years 4-6 have the opportunity to audition for the school choir.

Formal Visual Art lessons are provided from Pre-Primary – Year 6 by Mrs Janet Catrell.

6. Technologies

School Information and Technology programmes are organised by Miss Mel Allen, and followed up in many practical ways by all classroom teachers. Students in PP-6 have an allocated time in the Multipurpose Area each week. In addition, all classrooms have computers, iPads and Apple TVs, which students are able to access during class time. Students can also utilise the school's bank of laptops, 3D printers and robots.

7. Science

Science plays a major role in all aspects of our lives. In 2019, Miss Mel Allen will lead students on investigations to answer questions about our natural and technological world. Knowledge of science enables them to make better decisions across a range of contexts in daily life and take responsibility for the natural resources of our unique planet.

8. Humanities and Social Sciences (HASS)

Students develop understandings of how and why individuals and groups live together, interact with and within their environment, manage resources and create institutions and systems. Students further understand that over time these relationships and interactions may change to varying degrees.

9. Languages

Language learning and cultural understandings are a key focus, and, where possible, they are integrated across the curriculum. In 2019, our Language is Japanese from Year 1-6 with Mrs Waghorn, and through the ELLA Program in Pre-Primary.

Developmental Learning

People are different. They look different, sound different and behave differently. Despite this, there is a common pattern of growth and development that can be traced through life. Parents know and expect that their babies will achieve a range of developmental milestones such as crawling and walking. Each milestone is a positive sign of growth and development. Some children do everything according to "the book". Some take longer than others and some miss a milestone here or there; for

instance, some children never crawl. Overall, however, the pattern of development follows a fairly predictable course.

The Philosophy and Basic Principles of Learning

The philosophy and basic principles of learning within St Jude's School are reflected in the following:

- Each child must accept responsibility for his/her decisions.
- All children can be successful learners.
- Children are active learners who learn through solving problems as they strive to reach goals that they have identified as being important to them.
- Teachers can assist them to make progress towards these goals by helping them use appropriate strategies.
- Children make steady progress when strategies and activities appropriate to their level of development and their cultural and experiential backgrounds are used.
- Children learn effectively as they interact with adults, peers and their environment.

Raising Student Performance

St Jude's School continues to adhere strongly to a set of beliefs and values about raising student performance across the school.

All students can reach their full potential given sufficient time and support.

Our focus begins where the students are and then we equip teachers with a repertoire of teaching strategies that enable them to be sensitive to student needs, and plan for instruction. At the heart of this initiative are structured learning times, which allow teachers to put these teaching strategies in place.

The students and their needs should drive curriculum, and therefore curriculum innovation begins in the classroom.

Curriculum implementation holds true to this belief by starting where the students are and then looking at classroom organization that supports the student. Teachers can be guided to an understanding of current educational theories and trends through a direct link to their day-to-day classroom teaching. Our structures and strategies are linked directly to current research and theory.

Data must drive instruction. System and school initiatives must be driven by data.

Program choice must be linked directly to its effect on a particular population, with data to back its adoption. Our teachers draw heavily on current national and international research projects aimed at both school improvement and student achievement.

The curriculum should be student centred.

The West Australian Curriculum is a student-centred curriculum. Our teaching and learning cycle focus heavily on student needs, and our professional development is geared towards assisting teachers make day-to-day decisions based on student needs. Student observation and variety of instructional groupings feature highly in our professional development.

Collaborative environments are essential for learning.

Our professional learning culture can be identified by effective professional communities working and planning together, proactively delivering instructional programs for students across the school. Teachers take responsibility for all students across and within year levels, and, as a school, we will activate structures based upon what is best for all.

Assessment and Reporting

Staff at St Jude's are committed to providing quality information to students and parents and using assessments as a means to inform their teaching learning programmes. Parents are always welcome in the classrooms to discuss progress and view students work and work books. In 2019, the reporting schedule includes:

Kindergarten to Year 6

Term 1	Term 2	Term 3	Term 4
Formal Teacher Parent Meetings Work Samples Sent Home	Semester One Report Work Samples Sent Home	Open Classroom or Learning Journey	Semester Two Report Work Samples Sent Home
Kindergarten and Pre-Primary teachers are available to meet with parents informally and formally throughout the year as required.			

At the beginning of each year, class teachers hold Parent Information Meetings to share information about the teaching-learning program for the year. It is very important that at least one parent/guardian from each family attends this meeting. This meeting is advertised through the Term Planner and school newsletter.

At the beginning of each Term, teachers will provide parents with an overview of the curriculum that will be taught to the children. These will be sent home by the end of Week 1 of each school Term.

Important Information

ABSENCES:

All student absences are to be reported by phone to the Office by 9.30 am. It is a legal requirement that a written note or email (from parent/guardian's email address) must always accompany the child on their return to school.

ANNUAL COMMUNITY MEETING:

The Annual Community meeting takes place in November. All parents are expected to make every effort to attend. The School Board and Friends of St Jude's Association review their year's work and elect new members at this meeting. The Principal presents the end of year report.

APPOINTMENTS:

Parents are invited to discuss any concerns or special needs of their children. If you wish to speak to the Principal or class teacher, please make an appointment to ensure they have time to discuss matters in detail. It is often not possible for teachers to have impromptu meeting with parents due to their class responsibilities.

ARRIVALS:

Children should arrive by 8.30 am to prepare for class. Students who arrive after 8.40am must report to the School Office and collect the *LATE TO SCHOOL* form. This form should be handed to the teacher.

AFTER SCHOOL PICK UP:

To improve the safety and efficiency of after school pick-up, the procedures are listed below:

1. The Efficient Drive-by Method

- Children will wait with duty teacher at the school gates.
- Cars will approach by driving slowly (**40 kph restrictions apply between 7.30 am to 9.00 am and 2.30 pm to 4.00 pm**) down Barnston Way. In turns, cars will stop briefly by the kerb near the gate and children will be released by duty teacher to enter their car by the passenger side doors.

This is a 'drive- by' method only. DRIVERS MUST NOT LEAVE THEIR VEHICLES OR STOP TO AWAIT CHILDREN WHO ARE NOT IN THE APPOINTED SPOT. Drivers awaiting their pick-up turn are asked not to block the driveways of Barnston Way residents.

2. The Park and Walk Method

Children are to SIT and wait in the undercover area adjacent to the Office if *Park and Walk* method is being used. **Children are NOT to walk to the Church car park and wait for parents.**

If you prefer to park and wait for your children OR, if your children take a long time to get ready to go home OR, if your children were not waiting in the drive by pick-up area when you drove by THEN the Park and Walk Method is for you.

- Drivers park their cars in the marked bays at the rear and front of St Jude's Church. (NOT in front of church doors or in marked

AFTER SCHOOL PICK UP Continued....

- seniors bays)
- They then walk down to the school and pick up their children from inside the School gate.
- Adults safely escort their children back through the carpark.
- Cars moving through the carpark should follow the entry and exit via directional arrows.

3. The Independent Walk or Ride Method

If you are confident that your child can safely undertake the journey to and from school totally unescorted on foot or by bicycle (see below) then The Independent Walk or Ride Method is for you.

- Parents send a note indicating their intention for their child to travel unescorted to and from school. Children will then leave the school grounds alone after school to undertake their journey home.

Please note: Children walking or bicycling to and from school do so at their parent's responsibility. Parents are asked to consider this seriously before making this decision as we can take responsibility for the children only when they are on the school grounds. We cannot take responsibility for escorting children down the street or across roads.

4. Late Pick-Up

If you are unexpectedly detained, phone the school.

The main car park next to the Administration area contains a disabled bay and two visitors' bays. These are left for short term visitors to our school e.g. psychologist, visiting teachers, etc. Parents who are picking up a child to go to an appointment may park their car in one of these bays, should they be available.

ASSEMBLIES and AWARDS:

Whole school assemblies are held every Monday at 8.40 am in the Multi-Purpose Room. This is generally a short "welcome back" get together each week detailing the events of the week, birthdays and faction awards.

Class presentation assemblies are scheduled during the term on Fridays at 9.00am. These are held in the Hall and are noted in the term calendar.

Parents and friends are invited to share the rostered assemblies with us. Class Merit Awards are presented to 2 or 3 children from each class at these assemblies. Parents will be notified when their child/children are to be awarded a certificate, and of any change of day or time of assemblies.

ATTENDANCE:

Students are required to attend school unless they are ill. This includes days for which special events are planned for example, camps or sports days. It is a legal requirement that written notes must be sent to the

class teacher after absences.

BICYCLE RIDERS: All bicycle riders are to wear bicycle helmets. Children under the age of ten should ride only under adult supervision. Should special circumstances exist, these must be approved by the Principal. Children must have a lock and chain to secure their bicycles in the bicycle rack. Please inform the school if your child travels independently to school by bicycle.

BOOK LISTS: Book lists are issued at the end of the school year for the following year. Orders are taken and materials collected from Ziggies Educational Supplies before the new school year starts. Many materials can be used from the previous year if kept in good condition.

CALENDAR: A calendar of term dates and events will be issued at the beginning of each term and any modification notified in the weekly newsletter.

CANTEEN: **The Canteen operates on MONDAY AND WEDNESDAY.**
The canteen is available for **recess purchases and lunch orders**. Orders must be written on lunch order paper bags with money inside and placed in class baskets in the morning. Children who have forgotten their lunch order will be given a sandwich and parents billed. **Credit will not be given to children so please ensure the correct amount is enclosed.** A modified menu is offered for students in K/PP.

CHILDREN'S VALUABLES: Toys and games should not be brought to school. No responsibility can be taken by staff for these items.

COMMUNICABLE DISEASES: Children are excluded from school while contagious (contact the office if in doubt). Parents must ensure that their children are up to date with vaccinations (diphtheria, tetanus, whooping cough and measles).

COMMUNICATIONS: For general enquiries, absences and fee payment queries, please contact the School Office (telephone number 6350 2500). At times when the office is busy or closed, messages may be left on the answering machine.

CONTACTING TEACHERS:
(Please see 'APPOINTMENTS')
Teachers are always happy to meet with parents who have queries or concerns about their children. It is important for the children that the meetings take place when the teachers are free of class responsibilities and can give matters their full attention. We ask that parents make appointments for these welcome discussions.

Teachers will be in class immediately before school to help children prepare for the day. If parents have quick incidental information to share they can do so then. Each teacher will inform parents where notes may be left for them. Parents might also use this time to organise a longer appointment with the teacher at a suitable time.

DENTAL CARE: The FREE School Dental Service for students from Pre/primary to Year 6

is located at Bannister Creek Dental Therapy Centre, situated on the grounds of the Bannister Creek Primary School, Purley Crescent, Lynwood. Telephone 9451 1761.

ENROLMENTS:

The School has an '*Enrolment Policy*' which is the basis for any enrolment. Please lodge enrolments for Four Year Old Kindergarten and Five Year Old Pre Primary by 31st May of preceding year. When enrolling students, please provide your child's Birth Certificate, Baptism Certificate and current immunization records. A non-refundable \$20 application fee is due at this time. A holding fee of \$50.00 is payable on acceptance of offer, which is then deducted from first term fees. The school also offers a 3-Year-Old Kindy Program if we have sufficient numbers. Children may attend after their 3rd Birthday. Further information is available from the Office

EXTENDED LEARNING ACTIVITIES EXCURSIONS/ INCURSIONS:

Excursions are an integral 'hands on' part of education. It is the school's policy that parents are advised, in writing, of all excursions. Parents are required to sign and return a permission slip. Excursions and Incursions are an essential ingredient in maximising children's learning.

FOOD:

It is highly recommended that children **bring healthy food** to school. Chips, lollies etc. are discouraged and parents will be contacted if these types of snacks are consistently sent to school. Children are able to function better and enjoy school when healthy and nutritional food is provided. Please note that St Jude's is an ***Asthma Friendly and Allergy Aware School***. We have these policies in place to cater for students with these conditions. Please adhere to being **NUT FREE** for the safety of all students.

FREE DRESS:

Parents will be notified when their child's class has earned the privilege of a Free Dress Day.

GUIDANCE SERVICE:

Personnel from the Catholic Education Office Psychology Service help with assessments and programs for children. Teachers may refer students about whom they require extra information and this process is always in collaboration with parents.

HAIR:

Please see the St Jude's Uniform Policy.

HAT:

The school regulation hat is a compulsory item of the school uniform. We have a '**no hat no play**' policy for the whole school year. Two styles of hats are available from the uniform shop.

HOMEWORK:

Parents are encouraged to supervise any set homework and make sure they are familiar with the classroom and school's homework policy.

IMMUNISATION:

The Education Department and Public Health Department recommend every child being admitted to Year One to be fully immunised. You will

be asked to produce a record of immunisation to the office. Please ensure that your child's measles immunisation is up to date.

INJURIES: Minor injuries are dealt with by classroom teacher or office personnel. Parents will be contacted regarding more serious injuries. Medical assistance will be sought at the Principal's discretion.

INSURANCE: All students are covered by Catholic Church Insurances Policy. This covers to and from School travel, excursion travel and accidents at School.

JEWELLERY: Please see the St Jude's Uniform Policy.

LATE BOOK: Any child arriving after 8.40 am needs to sign the *Late Book* in the Office.

LIBRARY BAG: All children must have and use a large, cloth library bag when they borrow books from the library. These are available from the Uniform Shop.

LITURGIES: These are an important part of school life and parents are always welcome and encouraged to participate. Class and school Mass dates are given in the school calendar or notified via the school Newsletter.

LOST PROPERTY: The lost property basket is located in the school office. Please check it regularly.

MANAGING STUDENT BEHAVIOUR: The school has a comprehensive Managing Student Behaviour Plan which is based on mutual support between home and school. Rules and consequences are listed in this booklet. St Jude's School is a "Non-Bullying Zone" and bullying behaviour of any sort will be dealt with and followed up consistently.

MARKING OF BELONGINGS: Please make a special effort to mark all clothing clearly and permanently with your child's name. It is impossible to locate lost property if there is no name on the item. Please mark all books, bags, clothes etc.

MEDICATION: If it is essential that if a child requires medication at school, it will only be given if written and signed instructions are lodged with the office on a '*School Request to Administer Medication Form*' and all responsibility is taken by the parents. Children who need to use an asthma medication puffer are permitted to carry this with them. **ALL OTHER MEDICATION TO BE KEPT IN THE OFFICE.**

MEDICAL EMERGENCY ACTION PLAN: If your child has a condition which is potentially 'life-threatening' parents **MUST** obtain a Medical Emergency Action Plan form from the School Office, complete it and return to the Office.

MESSAGES: All messages, monies etc. must be sent in an envelope, clearly labelled with the child's name and purpose.

MOBILE PHONES: If your child is travelling independently to and from school and you

require them to carry a mobile phone, please advise the school in writing. The Mobile Phone **must be left at the Office during the day.**

MONEY:

Children are discouraged from bringing large sums of spending money over and above lunch order money.

NEWSLETTER:

The Newsletter is published fortnightly on Wednesdays and is available on the school website: www.stjudes.wa.edu.au . A notification email is sent to all families at current email addresses.

PARENT GROUPS:

The Friends of St Jude Group is an essential forum where parents can meet regularly to learn of the activities of the school. It is an opportunity for parents to learn about funding and educational issues, interact socially with other parents, get to know some of the school staff and be actively involved in their children's school. Meetings are held monthly and are advertised regularly. All parents are most welcome and encouraged to attend.

An annual levy is payable and appears on the School Fees Account. Fundraising for additional resources is also undertaken and very much appreciated by the school. However, this is not the most important reason for having an active FOSJ. The FOSJ provide an opportunity for parents to get to know one another and really become involved in the activities and life of the school.

The Class Parent Liaison Representatives Team has been developed to facilitate parent engagement with our school and to assist with smooth communication. The idea is that they will be involved in a cross section of duties related to classrooms, the broader school and the Friends of St Jude Group.

PARENT SUPPORT:

As part of the school community, all parents are expected to help in various ways during the school year, for example, sport, excursions, camps, library, canteen, in the Kindy, Pre-Primary and classroom, busy bees and fund raising. The help of all families is needed and appreciated. Studies show that children do better at school if their parents are positively involved.

PARENT/TEACHER INFORMATION MEETINGS:

These important meetings are held at the beginning of the year. They are also used to introduce special programmes during the year (e.g. Sacraments). The information we share at these meetings is essential for your children's education, so we hope and expect to see someone from each family at these meetings.

REPORTING TO PARENTS:

Student workbooks are sent home towards the end of each term so that student development during the year can be observed and monitored. Formal reports are sent home at the end of Term Two and Term Four. An informal reporting/sharing session and Open Night also takes place during the year.

SCHOOL BOARD:

The Board meets monthly and is responsible for supporting the Principal

and the financial management of the school. Board members are elected by the parent body at the annual community meeting. Members would be interested to hear from you on matters **within their area of responsibility**. Concerns and ideas about school educational programs, student and management matters should be addressed to the class teacher or the Principal.

**SOCIAL WORKER/
PASTORAL CARE
WORKER**

Sr Sandra Smolinski works with students at our school on Wednesday morning and Thursday full day. Parents are also welcome to contact Sr Sandra through the Office.

SCHOOL NURSE:

The nurse visits the school on a regular basis and can be contacted through the Office.

SICK STUDENTS:

The sick bay is intended for temporary ailments only. Parents will be contacted to take students home if illness persists. Please do not send children to school when they are unwell.

SMOKING:

The school buildings and grounds are a smoke free zone. This includes all car park areas.

SPORTS DAYS:

The sports days for all classes are advised at the beginning of the year.

Children are to wear their coloured faction shirt on their sports day.

St Jude's School Factions are:

Petry	-	Red
Mercy	-	Green
Foley	-	Blue

Full sports uniform is worn on 'sports days'.

UNIFORMS:

Please see the St Jude's Uniform Policy.

**UNMARKED
CLOTHING:**

All lost property will be given to the Uniform Shop to sell as 'second-hand' if unclaimed after two weeks.

**VISITORS TO
SCHOOL DURING
SCHOOL HOURS:**

All parents visiting the school must sign in at the School Office, even if they are visiting the classroom for volunteer/drop off items etc.

Please note that animals are NOT permitted on school grounds. An exception may be made in the case of "special classroom news".

Our School Rules

Jesus tells us to love our neighbour as our self.
By following our school rules we show we care for each other and our school.
We make our school a happy place because we:

1. Always follow instructions.
2. Wear our uniform with pride.
3. Care for our school grounds and equipment.
4. Treat others in a friendly way.
5. Walk quietly around verandahs and corridors.

Our Mercy Values

Respect	<i>we are open to all people and treat each person with respect</i>
Compassion	<i>we accept people as they are and always display kindness and sensitivity to them</i>
Hospitality	<i>we welcome people with kindness and openness and create an Inclusive and respectful environment for all</i>
Excellence	<i>we excel in all that we do</i>
Justice	<i>we act with integrity and fairness to all</i>

St Jude's School Creed

*I believe that I am special.
I am different from every other person
and have my own gifts.
I believe that God knows and loves me
just as I am.
He helps me to grow to be like Him
and always do my best.
I believe I can become the person God wants me to be because people in my
school and family care for me.*

HOMWORK POLICY

Originally Released: 2008

Reviewed: 2011

Reviewed: 2014

Due for Review: 2019

RATIONALE

Homework helps students by complementing and reinforcing classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning.

Purposeful and appropriate homework activities and the interest shown by parents, have the potential to improve students' learning. Homework can strengthen the link between home and school by involving parents in a meaningful way in their children's education.

For these reasons, St Jude's School values homework and supports it as an integral part of the school's educational program.

We believe that all of the participants (teacher, parent, student) in a child's education have some responsibility in the homework program. Therefore, good communication between all parties is important.

We recognise that there are many demands on family life and we believe in the importance of all children having time to enjoy personal and family activities. Therefore, time spent on homework should be reasonable and flexible.

PRINCIPLES

- To reinforce and further develop the students' understandings, skills and knowledge for literacy, numeracy and other learning areas.
- To complement or complete learning taking place in the classroom.
- To develop habits which enable students to become active, independent and lifelong learners.
- To strengthen the education partnership between home and school.

PROCEDURES

- Parents will be advised of homework expectations at the beginning of the school year at the Parent Information sessions and be provided with a copy of the school's homework policy.
- The development of a positive attitude towards reading and a love of reading through adult/child interaction is considered a high priority in any school/home activity. Therefore, all students are expected to spend time reading each evening.
- Homework is set at all levels, with emphasis on practice of skills in literacy and numeracy.

Year 1 and Year 2:

Homework will:

- Consist of daily reading to, with and by parents or older siblings
- Be an extension of class work – practising skills or gathering extra information or materials. Written homework is set for the children in Year 1 and Year 2 on a regular basis – at the discretion of the teachers.
- Daily practice of mental computation skills.
- Parents to sign dairies, homework or any other form of classroom record keeping, every night.
- Be approximately 15 minutes per day (average of one hour per week) and will not be set on weekends or during holidays.

Year 3 and Year 4:

Homework will:

- Include daily independent reading
- Include extension of class work and projects
- Daily practice of mental computation skills
- Parents to sign dairies, homework or any other form of classroom record keeping, every night.
- Be approximately 15-30 minutes per day (average of one hour per week) and will not be set on weekends or during holidays.

Written homework will become more demanding in both time and effort required as the children progress from Years 3 to 6.

Year 5 and Year 6:

Homework will:

- Include daily independent reading
- Include extension of class work and projects
- Parents to sign dairies, homework or any other form of classroom record keeping, every night.
- Daily practice of mental computation skills
- Be approximately 30-45 minutes per day (average of two hours per week) and will not be set on weekends or during holidays.

Homework tasks will usually be set on a daily basis in Year 1 and Year 2, Monday to Thursday. In Years 3, 4, 5, and 6, homework may also be set on a weekly or fortnightly basis, with tasks set on Mondays and presented on Friday mornings. Work not completed in class time may also be sent home for completion.

Short-term projects may be set for homework, provided that:

- Clear guidelines are provided in writing. (Eg Rubric)
- Preparation for the work is undertaken in class.
- Students are able to complete work independently.
- Resources are readily available.
- Students are taught the necessary skills for presenting projects.

Homework should:

- Be appropriate to the student's skill level and age.
- Be interesting, challenging and, where appropriate, open-ended.
- Be purposeful, meaningful and relevant to the curriculum.
- Be monitored by teachers with oral or written feedback and support provided.

Types of homework that meet these requirements include:

- Practice exercises – providing students with opportunities to apply new knowledge, or to review, revise and reinforce newly acquired skills, such as:
- Completing consolidation exercises for Mathematics – memorisation of tables.
- Practising spelling words.
- Practising words or phrases learnt in a language other than English.
- Reading for pleasure.
- Writing essays and other tasks on thematic units.

RESPONSIBILITIES:

Teachers have a responsibility to:

- Set homework tasks that are relevant, purposeful and achievable.
- Consider the interest level of the task.
- Ensure that students and parents know what is expected of them.
- Help students develop effective organisational skills and habits through consistent use and monitoring of diaries or other communicative devices.
- Correct and give oral or written feedback to students about their work.
- Contact parents if homework is regularly not completed or is unsatisfactory.

Students have a responsibility to:

- Complete homework when set, and submit homework on time.
- Ask for clarification if necessary at an appropriate time in order to complete set amount of homework.
- Ensure that all necessary books and materials are taken home and returned to school.
- Use diaries or other communicative devices (Years 1 - 6) and have them signed regularly by parents.

Parents have a responsibility to:

- Provide time and a space so that homework can be completed satisfactorily.
- Take an active interest in children's homework by encouraging, guiding and advising them.
- Contact the teacher if homework is beyond the child's capacity to complete in reasonable time.

- Support the school's policy on homework.
- Sign the child's homework or diary.
- Monitor the children's reading while still within levelled assessment range.

Care should be taken to ensure that undue pressure is not placed on students and that a balance is maintained between the demands of study and recreational pastimes. This can generally be achieved through good organisation and planning, and effective study habits. Please discuss any issues in this regard with the teacher.

It should be noted that just as children work at different rates and abilities at school, this will apply in relation to homework. What one child might complete in 5 minutes, may take another child 30 minutes to complete.

Homework should also be seen in context. This policy outlines what we would consider minimum requirements and it applies particularly for the benefit of those children who cannot develop a routine of their own. Children who enjoy reading for leisure and enjoy doing projects should not be limited by these minimum requirements and should be fully encouraged at home in their pursuit of areas of interest and the search for knowledge.

All students will use school diaries or school reading logs. Diaries provide a means of regular communication between parents and the school, and may include details about homework.

Teachers at each level will establish consequences for students not completing homework. The work will be expected to be completed in the student's own time at the discretion of the level teachers. Failure by students to complete homework on a regular basis, will be followed up with parents.

HOLIDAYS WITHIN SCHOOL TERM

Homework will not necessarily be set by the teacher if a student is away from school for an extended time because of family holiday trips. A package may be created for the student which could include journal writing, reading and some general numeracy and literacy revisionary exercises.

EVALUATION:

Teachers, parents and students will evaluate the implementation of the policy at the date of next review.

St Jude's Catholic School - Uniform Policy

St Jude's Catholic School believes that the school uniform is an important part of the school's identity, and that students should wear it with pride and distinction.

The following policy statements apply:

- All students of St Jude's are required to wear the approved school uniform to school and to school events
- All students of St Jude's School are expected to show pride in themselves and their school by meeting requirements relating to grooming and presentation.

Parents are asked to support the School Uniform Policy by ensuring that their child has the required uniform, and that they wear the uniform neatly and correctly. It is a parent's responsibility to clearly label the child's uniform.

The School Uniform Policy is endorsed by the School Board and enforced by the Principal, Assistant Principals and teaching staff.

Agreement to adhere to the School Uniform Policy is a condition of enrolment.

Uniform Suppliers: The St Jude's School Uniform Shop

Opening Hours: Monday 8.00- 9.30am & Thursday 2.00-3.30pm

Term One and Four: Summer Uniform, Term Two and Three: Winter Uniform.

Most items can be bought from the School Uniform Shop. New items need to be ordered at the appropriate time. A good range of second-hand uniform items are also available.

Uniform Presentation:

- Students are expected to wear their school uniform in a neat, smart and well groomed.
- Clothing is to be clean, well pressed and in a good state of repair.
- Students must wear the correct summer, winter or sports uniforms on expected days.
- St Jude's wet weather jacket and scarf may be worn during winter months.
- Girl's skirts and dresses are to be of an appropriate length.
- Shirts are to be tucked in.

The following guidelines are set:

Hair:

In order to keep hair neat and tidy the following will apply:

- Hair is to be natural in colour and style.
- Hair is to be well groomed and off the face.
- Girls' hair is to be tied back if longer than shoulder length.
- Ribbons, elastic and headbands are to be plain dark green, black or yellow (these are our school colours).
- Hair clips are to be in school colours only.
- Boys' hair is to be off the collar and no shorter than a No. 2 cut.
- Hair products, such as gel, are only to be used to assist with natural styling and care.

Jewellery:

- Watches are to be simple in both colour and style
- Earrings are to be either plain sleepers or studs– one in each earlobe only
- A fine gold or silver chain may be worn, but only if it carries a small religious symbol
- No other jewellery is permitted.

Make-up and Nail Polish:

- Students are not permitted to wear make-up, face glitter or nail polish to school.

What to Wear and When: Sport

- Students may wear the sports uniform all day on their sports day.
- All items of attire must be in accordance with the uniform policy and must be clean and neat.
- During occasions when events of a formal nature fall on the day of a sports lesson, students must ensure they attend the events in their full formal uniform and change into their sports uniform later.

Sports Uniforms:

Sporting clothing is only available from the School Uniform Shop, as this complies with school colour and style. All students must have the approved school uniform, including sports shoes which must be predominantly white and low cut; very little colour is allowed. Skate shoes are not permitted. Socks must be white ankle socks – not the very low sports socks.

Tracksuit Requirements

In Terms Two & Three, students must wear the St Jude's School tracksuit with logo.

Sports Uniform (Pre Primary to Year 6)

- St Jude's green shorts
- St Jude's yellow sports shirt and/or faction coloured shirt with logo
- St Jude's track suit with logo
- St Jude's zip up sports jacket (optional)
- White sports socks.
- Predominantly white shoes with non-marking soles
- St Jude's green slouch hat or cap

St Jude's Summer Uniform

Boys

- St Jude's grey school shorts
- St Jude's short sleeved shirt (white with school logo)
- St Jude's green v neck jumper
- Black school shoes or brown school sandals
- White ankle socks
- St Jude's green slouch hat or cap

Girls

- St Jude's checked summer dress
- St Jude's green v neck jumper
- Black school shoes or brown school sandals
- White ankle socks
- St Jude's green slouch hat or cap

St Jude's Winter Uniform

Boys

- St Jude's grey college trousers
- St Jude's short sleeved shirt (white with school logo)
- St Jude's green v neck jumper
- Black school shoes
- White ankle socks
- St Jude's green slouch hat or cap

Girls

- St Jude's green pleated skirt
- St Jude's short sleeved shirt (white with school logo)
- St Jude's green v neck jumper
- Black school shoes
- White ankle socks or black stockings (no leggings)
- St Jude's green slouch hat or cap

St Jude's School Vision

*St Jude's Catholic School
is a compassionate and welcoming community.
We centre our learning in Christ
and strive to achieve excellence,
as we affirm, nurture and develop
the unique Gifts of each child.*

Telephone: 6350 2500
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