

St John Paul II Catholic Primary School Handbook



6 Kurrajong Blvd Banksia Grove WA 6031
PO Box 454 Wanneroo WA 6946
Telephone: 08 9303 7101 Fax: 08 9404 8777
Email: admin@sjpiicps.wa.edu.au
Website: www.sjpiicps.wa.edu.au
ABN: 709 189 902 41



Staffing 2017

Principal	Chris Lamb	
Assistant Principal	Andrew Dalton & Tim Maxwell	
Finance Officer	Mailyn Duenas	
Administration Officer	Diane McMahon, Kerry Clune & Lea Williams	
Social Worker	Lesley Bird	
Chaplaincy Worker	Jenny Baxter	
Teaching Staff		
Year 6J	Kristi Phillips	
Year 6P	Jason Cain	
Year 5J	Casey Bakunowicz	
Year 5P	Nic Bigwood	
Year 4J	Jess Schofield	
Year 4P	Mark Raftos	
Year 3J	Gabby Gelle	
Year 3P	Ryan Clark	
Year 2J	Zac Baker	
Year 2P	Lisa Carbone	
Year 1J	Rachel O'Brien	
Year 1P	Danielle Scaddan	
Pre Primary J	Marisa Grafton	
Pre Primary P	Edwina Cannon	
Kindy J	Angela Chamberlain	
Kindy P	Therese Hutchinson	
Support	Lyn Paraszczyn	
Support / Reading Recovery	Kerry Brown	
Music Teacher	Tim Maxwell	
Science Teacher	Jodie Deurloo	
Physical Education	Andrew Dalton	
LOTE	Marlee McAdam	
Disability Support Co-ordinator	Vickey Draper	
Educational Assistants		
Kerry Clune	Jo Sheahan	Rae Murphy
Jenny Baxter	Trudy Gibbs	Stella Kostov
Jacqui Nettleton	Joan Ring	Kathleen Blackmore
Parish Priest	Fr Vinh Dong	
	St John Paul II Catholic Parish	

Welcome

The Principal and Staff warmly welcome you and your family to St John Paul II Catholic Primary School.

We welcome your interest, support and encouragement in all aspects of school life. Please feel free to contact the office regarding any clarification of school issues or policies.

The core of our school is the Catholic faith and all policies and procedures are developed and based on Gospel values. Parents, staff and parish priest work together to ensure that each child grows spiritually, intellectually, emotionally, socially and physically.

Children from Kindy to Year 6 are offered a comprehensive, stimulating and challenging curriculum. Students are encouraged to become confident, independent, collaborative learners who develop at their own individual rate.

History

The school was named St John Paul II Catholic Primary School from January 2016.

The school was initially known as Banksia Grove Catholic Primary School and was established in 2004. From February to the beginning of September 2004 we were housed in the parish hall at St Anthony's in Wanneroo. On September 2nd we moved to our present site. The first day of school in the new school buildings commenced on Monday September 6th with 23 families, 40 children and 8 staff members.

Since then the school has progressed through a number of building stages so that from 2015 it had all the facilities of a fully functioning double stream primary school.

Crest and Motto

Our school motto "*In Harmony*" is a reflection of our vision for our community to be in harmony with our God, all members of our community and our environment.

Our colours of green and red reflect the colours of the Banksia in our local environment.

The Cross is symbolic of our Catholic faith with Christ at our centre and as our leader. The Banksia represents our environment and community. These are encapsulated in the circle as a sign of our unity and harmony.

In the spirit of Reconciliation and recognition of the original owners we also wish to acknowledge that Nidja Noongar Boodjar Noonook Niyininy. (*This is Noongar land we're standing on*) that the Noongar people were the original custodians of the land we are now using for our school.

School Vision Statement

In Harmony with our God, St John Paul II Catholic Primary School community is centred on Jesus Christ and shaped by the spiritual gifts of unity, compassion and forgiveness.

School Name

Originally St John Paul II Primary School was the second primary school in the parish of St Anthony's Wanneroo. In February 2015 the Archbishop declared that the area was to become a parish in its own right, with its own parish priest. As a result, research and planning as well as input from the parishioners, the school community and Archbishop resulted in a name being given to the parish and the school.

School Charisms

As a Catholic School we have further expanded our Motto 'In Harmony' to articulate our charisms or foci that we identify with and that direct our way of life. This is supported by our overarching focus of Fostering the Spirit of Harmony and are reflected in the individual charisms below:

- Desire for Unity
- Compassion
- Forgiveness

Educational Philosophy

The basis of the educational philosophy of all staff at St John Paul II Primary revolves around developmental learning. This approach to education sees the curriculum as being child-centred, recognising that each child is a precious and unique gift from God. Developmental Learning provides educational experiences appropriate to the child's development.

Educational priorities:

- The support of a new parish. Continued integration of Catholic Faith, Life and Culture in the community, particularly in light of our role in the establishment of a new parish.
- The consolidation of the literacy and numeracy plan.
- The continuation of co-operative learning strategies.
- Continuing the use of Technologies to enhance learning.
- Introduction of an Explicit Instruction model.

Pastoral Care priorities:

- Increased time allocation of our Social Worker.
- The employment of a Special Needs Support Coordinator.
- Employment of a Chaplaincy Worker.

GENERAL INFORMATION

After school pick up

Children who walk or ride home must leave the grounds following the footpath. Please do not park in the marked 'Kiss 'n Drive' pick up area at any time. Families using the 'Kiss 'n Drive' are asked to display the family name on the dashboard of the car. Staff will ensure your child gets safely into the car in this area. Parents who wish to park and wait for their children either in the car or outside the classroom are asked to park in the marked areas in the lower car park.

For safety reasons please **DO NOT**

- call your child across the car park to your parked car
- try to overtake in the car park.
- Hold up cars from exiting the grounds.

Please do not park in the disabled parking bay unless you are displaying the acrod sticker.

OSHclub runs a before and after school care facility on school grounds. The manager of the program can be contacted on 0421 343 731. Any family wishing to access this service will need to contact them directly.

AGM

The AGM is held once a year, in November. At this meeting the budget for the New Year is presented along with reports from the Principal, Board Chair and President of the P & F. The AGM is open to all community members.

Assemblies

All classes are involved in leading an assembly, a prayer assembly and a Mission Day. Parents and friends are most welcome to attend. Dates are in the calendar and in the school newsletter.

Attendance

Children in Years Pre Primary to Year 6 are in compulsory years of school and must be at school for the whole day. *Punctuality is vital.* School commences at 8.25am, it is MOST important that all children arrive at school on time.

Absences and sickness are to be reported to the office. Written confirmation is needed for **ALL** absences either by letter, email or SMS to our absentee line 0438 404 375.

Medical certificates are required if the child is away for more than two days.

Behaviour Management

We value the dignity of each individual as a child of God and we have sought to reflect this in our Behaviour Management Policy which is based on Christ-like values and responsibilities of children, parents and teachers.

We take the stance that no child's behaviour will be allowed to interfere with a teacher's right to teach or a child's right to learn. In particular, we believe that students should be rewarded for their support; that the support of parents is important in effective behaviour management and that teachers should provide a positive caring and consistent environment within their classrooms.

In each classroom the teacher establishes their Classroom Behaviour Management Plan early in the year and ensures that students and parents are aware of the simple rules established to promote academic and social development in the classroom.

A Whole School Behaviour Management Policy is in place for both playground and classrooms.

Accepting responsibility for personal behaviour, communication between school and home and the building of common rules for all within the school are focus areas:

- Follow Directions
- Respect Self & Others
- Respect Property
- Think Safety

Bikes

Children are encouraged to ride to school. It helps with fitness and reduces the number of cars in the pickup area. However, due to road safety legislation, only children from Year 4 up are allowed to ride bikes unsupervised to school. **ALL children who ride must wear bike helmets. For security please bring a padlock to secure the bike to the bike rack.**

Booklists/Class Requirements

Booklist requirements will be met through the amenities fee. All children are asked to bring is a box of tissues and an art shirt.

Canteen

Our canteen operates on a purely volunteer basis each Friday. Continuation will depend entirely upon what support is received. The canteen is a Healthy Foods Canteen. Your assistance would be greatly appreciated.

ALL CATHOLIC SCHOOL SITES ARE SMOKE FREE ZONES.

Code of Conduct

All those on school grounds are expected to treat others with consideration and respect, ensuring a safe and friendly environment for all. This relates in particular to the manner in which we speak to each other, care for school property and adherence to school procedures.

Crunch & Sip

As part of our healthy foods programme all children are asked to bring a piece of fruit or vegetable to school each day, Monday to Friday, this will be eaten in the class about 9.45am.

Children are also encouraged to bring a water bottle to school that can be taken into the classroom.

Community Events

Families are strongly encouraged to participate in community events and get to know other people in our community. In particular, as a Catholic School, we would like all families to attend

- The parish Commissioning Mass at the beginning of the year.
- The Thanksgiving Mass at the end of the year.

Enrolment Policy

Catholic schooling is available to all seeking Catholic Education for their children. However, priority for enrolment at St John Paul II Catholic Primary School is as follows;

- Reference from a parish priest
- Catholic children from within the parish.
- Catholic children from other parishes.
- Siblings of children currently or previously enrolled
- Non-Catholic children transferring from other Catholic schools.
- Children from other faiths.

An application form needs to be completed for each child seeking a place at St John Paul II Catholic Primary School. Accompanying the application form must be a copy of the child's birth certificate, baptism certificate and immunisation record. If applicable, we may also need a copy of the child's visa/passport and/or naturalisation papers. A copy of the child's current school report will also be required. An interview for parents and the child will then be made with the school Principal before a confirmed

place at the school is offered. An enrolment fee of \$100 per child is to be paid when confirming acceptance. This amount will be deducted from school fees when the child commences school. In the event that the place is not required, the amount is non-refundable.

Excursions/ Incursions

These are part of the school programme and are paid for as part of the school fees. Written permission must be received to take children on a school excursion. This can be via email or on the consent form sent home from school. Parents/Guardians who do not return the form on time will not be contacted by phone for verbal consent.

During the year the children will also be involved in activities (Incursions) run by guest presenter/s. The cost of these visits is also covered by the school fees.

Family Information

Change of address and relevant information must be given to the office as soon as possible.

Head lice

This is a common problem in schools. If your child does contract head lice it will be necessary to treat their hair and ensure that **ALL** eggs have been removed before the child returns to the classroom. It is recommended that hair be checked on a weekly basis.

All children with shoulder length hair must have it tied back with school coloured ties.

Home - School Communication

This is considered a high priority and every effort will be made to develop clear communication between the two. Please contact us

whenever you have any queries, concerns or require clarification on any matters. Hopefully this will reduce any communication breakdowns.

Parents are encouraged and assisted in acquainting themselves with their child's educational programme in a number of ways.

- Your child's class teacher will be your first point of call in any matters referring to your child/ren. Before school is often a busy time so we request that if you need to speak to a teacher an appointment at a more convenient time is made either to the teacher in the form of a note, email, phone call or through the office.
- Newsletters will be emailed fortnightly on a Thursday. This will keep families informed of approaching events as well as school policies, directives, initiatives and current school requirements.
- On alternate weeks the student newsletter 'The Grove' is produced outlining various class activities, merit certificates etc.
- Parent information sessions will be conducted early in first term each year. Class teachers will outline areas of curriculum, class timetables, class policies and answer any queries.
- Collaborative Conferences between parents, children and teachers will take place **at least once a semester**, more if requested by any party. These collaborative conferences are part of the reporting process.
- The school website also contains up to date information.

Homework

There is no homework in Kindy.

Parents are encouraged to develop a positive attitude towards homework by making it a sharing moment with their child. Homework is a means of forming good habits for later life and to encourage self-discipline, self-reliance and a greater sense of responsibility.

Allocated activities will be meaningful and directed to specific year levels enabling each child to achieve a sense of pride in his/her

achievement and self-discipline rather than endurance.

The homework policy can be downloaded from the website or a hard copy obtained on request from the office. Please contact your child's teacher if you have any concerns.

Infectious Diseases

Any child in contact with an infectious disease will be asked to stay away from school in accordance with the health regulations. The school office also needs to be notified. Children suffering from Measles, Rubella (German measles) Mumps, Chicken Pox, Scarlet Fever and a skin condition such as Impetigo, Scabies or Ringworm must be excluded from school until effective treatment has been carried out.

We require the following exclusion table to be observed in cases of infectious diseases. Please refer to this if needed - it could save a telephone call later.

CHICKEN POX: Exclude until well and for at least 5 days after the rash appears and until the crusts have formed.

MUMPS: Exclude until well and for at least 9 days after onset of symptoms.

MEASLES, RUBELLA: Exclude until well and for at least 4 days after onset of rash.

WHOOPING COUGH: Exclude for 14 days from the onset of cough & for 5 days after starting antibiotic treatment.

IMPETIGO: Exclude until the day after antibiotic treatment has commenced.

RINGWORM: Exclude until the day after treatment has commenced.

SCABIES: Exclude until the day after treatments has commenced.

CONJUNCTIVITIS: Exclude until discharge from eyes has stopped or until 3 days after beginning antibiotic treatment.

OTHERS: Please enquire regarding other infections.

For safety reasons if there is an outbreak of measles, children who have not been immunised will be excluded from school for two weeks.

Lost Property

Lost property will be placed in the Lost Property Box kept in the undercover area near the door closest to the Uniform Shop. To avoid this occurring please make sure that **all property and clothes have your child's name on it.**

Unless your child is bringing an item for "news" which will be collected by the teacher as soon as the news session is over please do not allow your child to bring toys, sports equipment or items from home. A great deal of distress can occur from misplaced or broken treasures brought from home to school.

Children are not permitted mobile phones, iPods or electrical items at school. If one was to be found it will be taken to the office for safe keeping until the end of the day when it can be picked up.

Library

Each class is allocated one library session each week. The Library will also be open every lunch time if the children wish to access the facilities. For the protection of the books all children need a school library bag in order to take out books.

Nuts

St John Paul II Catholic Primary School is an Allergy Aware School. Due to several children suffering from severe allergic reactions to nuts we ask that all parents and guardians ensure that **NO FOODS CONTAINING NUTS BE BROUGHT TO SCHOOL**. This includes nutella spread and muesli bars containing nuts.

Every precaution is taken to ensure that this happens, however this is totally reliant on the support of families in ensuring that nut products do not come to school.

Medication

Whenever possible parents or guardians must administer medication to a child. However, if it does become necessary for a staff member to do so a medication form must be filled out and delivered to the office with the medication. Medication will be administered by the office staff.

Parents & Friends Association

Parents and friends meet twice a term, one at 8:30am, one at 6:15 am. All are welcome to attend. The P&F assist with fundraising and community building activities. Meetings are advised in the newsletter.

Parental Involvement

Parents, guardians and friends of St John Paul II Catholic Primary School have a unique opportunity to be involved in establishing the culture and future direction of our school. They are encouraged to be a part of the School Board and P & F. Their assistance is also most welcome as volunteers in the classrooms and around the school.

Parents wishing to volunteer in classrooms need to participate in a short induction process.

As this is a wonderful opportunity for parents to be involved with their school aged children we ask that younger than school aged children be

left with someone for the time parents are helping at school.

Parents also assist with the uniform shop, the canteen, in the library as well as going on excursions, helping at sports days etc.

Play Group

Playgroup for children below Kindy runs each Friday from 8:45 am to 10:30 am. Children must be accompanied by an adult. There is a small cost of a gold coin donation per session.

Performing Arts

All children are involved in weekly music lessons and liturgical music. Children from Years 3-6 may join the choir and dance troupe.

Children in Years 5 & 6 have the opportunity to join in the senior band or the recorder ensemble, following an aptitude test. Children from various classes may be involved in the annual Catholic School Performing Arts Festival.

Religious Education

Religious education begins at home. The faith experience the children have from their time of birth forms the foundation and content of their religious education at school. The school, home and parish work together to assist in the spiritual education and nurturing development of the children.

All children will be involved in daily religious education lessons as mandated by the Bishops of Western Australia.

This will include preparation to receive the sacraments of Penance (Reconciliation), Eucharist and Confirmation. Reception of the sacraments is available to all children baptised as Catholic. Although all children will be involved in the sacramental programmes it will be the responsibility of parents to indicate whether or not the child will

receive the sacrament. We are part of the parish run program for the reception of the sacraments. Families will be notified when sacramental commitment Masses and preparation will take place and are expected to be involved in the meetings organised by the parish. Parents are an integral part of the process of this preparation and are encouraged to assist the staff in any way they can. Parents wishing to have their child baptised will need to contact their parish priest for an appointment.

Father regularly visits school for Mass, liturgies, Reconciliation and general visits.

Reporting

Individual reporting takes place in a number of ways:

- Collaborative conferences - 1 per semester or as needed.
- Portfolios at the end of each semester for Kindy.
- Reports at the end of each semester for Years PP—6.
- IAP meetings as needed.

Signing In

Parents or guardians taking or returning children from appointments during school time or picking them up early etc are asked to come to the office to sign in and out. Any visitors to the school during school hours i.e. after the morning start time and before end of school time are also asked to come to the office to sign in and out. Once the children have begun lessons, parents and visitors are not permitted to go to the classes. Visitors will also need to wear a visitor's badge while on school grounds. In doing so the safety of the children is assured.

Student Ministries

All children in Year 6 are involved in the student ministries. These are made up of four groups, Liturgical, Communication, Environmental and Pastoral. The children rotate through the Ministries, as a form of leadership and service to our community and take on special responsibilities as a member of that ministry team. Each ministry is

supported by a staff member. It is an important aspect of our school life.

School Board

This group assists with the financial management of the school and ensures that finances are managed in line with CEO policy. Membership of the School Board is open to anyone who has an interest in Catholic Education and the skills to assist on the Board. There are 8 positions available. Each term runs for two years. Nominations are called for prior to the Annual General Meeting (AGM) which is held each November. Elections take place at the AGM.

Screening & Referrals

All children in Kindy and Pre Primary are involved in school based testing to identify student's literacy and numeracy skills. Information obtained assists teachers to identify those children at educational risk, as well as providing for those students requiring enrichment.

If a student requires extra screen, then a referral will be made to the appropriate outside agency. Parental permission will be required

Sick Children

Sick children must not be sent to school. We have no facilities for treating children who are ill. Parents, or the person named as the emergency contact on the enrolment form, will be contacted if a child becomes ill or requires medical attention while at school. If we are unable to contact a parent it is vital to be able to contact someone else to assist in the transport and care of the child.

Parents are also asked to administer any required medication at home or come to school if their child needs prescribed medication.

If this is not possible, office staff will only give medication when the parent/guardian has sent in a signed medical form giving permission for this to occur. These forms are available from the office. NO medication

is to be sent to school in the children's bags. Asthma puffers and auto injector pens must be kept with the child.

Social Worker

The school social worker is available to assist parents and students. She is at school each Monday, Tuesday and Wednesday. Appointments may be made through the office.

Self-esteem is perhaps the single most important factor in helping a child achieve his/her potential. Self-esteem activities are carried out by individual classroom teachers at appropriate levels.

As well as working with individual children our social worker conducts a Protective Behaviours Program in the class with all children. She has also developed a Transition to High School Program for senior students. Children from Kindy to Year 6 are involved in the 'You Can Do It' programme which assists in guiding social-emotional development.

Children may also access the Rainbows program - supporting children suffering from grief or loss.

Parents are reminded that children complete primary education at the end of Year 6. **Please ensure that children have been enrolled at high school by the end of Year 4.**

School Fees

The School Board in conjunction with Catholic Education Western Australia has structured the school fees. School fees are set, inclusive of an amenities fee, insurance, computer, book list, swimming, excursion and a family building levy.

There is a 20% discount on the tuition fee for your second child and a 40% discount for the third child. Tuition for the fourth or more children is free. Other costs remain the same.

The annual fee for Kindergarten is 50% of the full price of one child in the Primary school. This fee is irrespective of the number of sessions your child attends.

Families where parents hold a Healthcare Card or a Pensioner Concession Card (PPS) are eligible for a discount.

Unless a payment plan is in place all fees are to be finalised by the end of term three. A \$50.00 discount will be given for fees paid in full by the end of Term 1 each year.

School fees are reviewed annually by the School Board.

All parents who choose to send their children to Catholic Schools are expected to contribute financially to the education of their children.

This expectation is tempered due to personal circumstances and special needs. If you consider that meeting these fees may result in extreme hardship to your family, you are welcome to make an appointment to organise alternate arrangements with the Principal.

School fees will be sent out once a year. Payments do not have to be paid upfront however regular payments are expected if alternate arrangements have not been made. Payment may be made by cash, cheque, Eftpos or Bpay. Arrangements can also be made through Direct Debit, a service offered through the CDF (Catholic Development Fund) and Centrepay (through Centrelink).

This is easy to organise and simply requires you to make arrangements with the Finance Officer to assist you in developing a payment schedule. There are no additional charges for this service.

School Times

Kindy

Alternate Mondays, Tuesday and Thursday or

Alternate Mondays, Wednesday and Friday

Session Times: 8.25 am to 2.00 pm (Mondays)

8.25 am to 2.45 pm (Tuesday to Friday)

Kindergarten is not compulsory. **Children must** be taken into the Kindy and picked up at the door **by an adult**.

Pre-Primary - Year 6

8.25 am School commences

10.35 am Morning recess

10.55 am Classes resume

12.30 pm Lunch

1.10 pm Classes resume

2.00 pm Dismissal (Monday Early Close)

3.00 pm Tuesday—Friday

Parents will be notified of any alteration to times prior to the day in question. Legal responsibility of the school commences at 8.10 am and ceases at 3.15 pm. Supervision is only provided at these times.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL EARLY OR TELL THEM THAT THEY CAN STAY TO PLAY AFTER SCHOOL

Staff

For your information staff meetings are held each Wednesday from 3.15pm. **Staff will be unavailable at these times.**

Sun Cream

During first and fourth terms children will have access to sun cream before recess and lunch breaks. We ask that parents ensure that the children have sun cream for protection before they come to school in the morning.

Year of Entry

Children can commence Kindergarten provided they turn four prior to the 30 June of that year.

Children can commence Pre-Primary provided they turn five prior to the 30 June in the year they commence.

Uniforms

Wearing the school uniform is compulsory for all children from Pre-Primary to Year 6. We are very proud of our school and the uniform and expect that children wearing the school uniform are neat and tidy at all times.

Please notify the class teacher if something has occurred to prevent a child being at school in the correct uniform.

There are no school uniform requirements for Kindergarten children. Kindergarten children may wear the uniform, but the choice is entirely a parental decision.

Throughout the year a *No hat no play* policy will be in place. For children from Kindy to Year 6 this means **a school hat**. Hair must be neat and tidy and kept off the face. All children with shoulder length hair must have it tied up. Hair accessories must be in school colours (green, gold or red)

Sports uniforms are worn on the children's allocated sports day. There may be other occasions when we ask the children to wear their sports uniforms. You will be notified of these dates.

Uniform Shop

Volunteer parents run the **uniform shop each Tuesday & Wednesday from 8.00 to 9.00 am**. Order forms can be obtained from the office. Uniform orders cannot be sent home until they are paid for.

Unfortunately, the cost of uniforms cannot be incorporated with the direct debit system of paying school fees.

No makeup, nail polish, hair colour or 'tracks' in haircuts is allowed.

Jewellery

Only plain sleepers in ears and watches may be worn. A chain with a crucifix may be worn under clothes. For safety reasons no other jewellery may be worn.

Uniform Requirements

Summer Terms 1 & 4

Bottle green school hat with badge

Lemon shirt with badge (unisex)

Bottle green cargo shorts (boys & girls)

School dress (girls)

Green school socks & **black enclosed shoes**

Winter Terms 2 & 3

Bottle green school hat with badge

Lemon shirt with badge (unisex)

Bottle green cargo trousers (boys & girls)

Tartan skirt (girls)

Red school jumper with crest (unisex)

Green school socks & **black enclosed shoes**

Sports uniform

Bottle green school hat with badge

School polo shirt

Bottle green sports shorts

Micro fibre jacket & track pants with logo (as required)

Green school socks & **black joggers**

Sports Uniforms are worn on your child's sports lesson day, unless otherwise advised. Girls are permitted to wear the cargo shorts and pants, however, they must have the school dress & tartan skirt for formal occasions.

School Bag & Library bags are required for all children from Pre Primary to Year 6.

Notes:



*In Harmony with our God,
St John Paul II Catholic Primary School
community is centred on Jesus Christ
and shaped by the spiritual gifts of
unity, compassion and forgiveness.*

Nidja Noongar Boodjar Noonook Niyininy