ST JOHN PAUL II
CATHOLIC PRIMARY SCHOOL
HANDBOOK 2025

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.

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STAFFING 2025

Principal	Martin Tucker
Assistant Principal	Nic Bigwood
Finance Officer	Mailyn Duenas and Chi Zhang
Administration Officer	Fiona Kranz and Martha Silaban
Social Worker	Abbey Lamb
Chaplaincy Worker	Jenny Baxter
Grounds & Maintenance	Rod Williams
Parish Priest	Fr. Vinh Dong

Teaching Staff

Year 6J	Kristi Phillips
Year 5J	Jason Cain
Year 4J	Jasmine Hutchings
Year 4P	Jade Alaga
Year 3J	Jasmine Panaia
Year 3P	Blace Antonio
Year 2J	Isabella Ferritto
Year 1J	Michelle Clapp and Kingsley Novell
Pre Primary J	Rachael O'Brien
Pre-Primary P	Ebony Baker
Kindergarten J	Cettina Rutley
Art Teacher	Mark Raftos
Music Teacher	Mark Raftos
Science Teacher	Zoe Jones
Physical Education	Zoe Jones
LOTE	Marlee McAdam

Students with Disability Co-ordinator Vickey Draper

Educational Assistants

Kerry Clune	Jo Sheahan	Paris Sharp	Ravinder Kumari
David Hanarahan	Kathleen Blackmore		Trudy Gibbs
Jenny Baxter	Rebecca Franklin	Mel Davers	Alicia Wilde

Canteen Manager Jo Sheahan

PRINCIPAL'S WELCOME

"Welcome parents and children to St John Paul II Catholic Primary School.

We hope this will be a happy and rewarding time for you and your child in your association with our school. This booklet is for your information to let you know all about our school community. Please do not hesitate to ask any questions regarding information in this booklet or about any aspect of our programs. We look forward to establishing partnerships with parents/guardians so that together we take on the responsibility of teaching and guiding your children. We hope that you and your children have a very happy and fulfilling time full of learning with us. We look forward to getting to know you."

Principal - Mr Martin Tucker

SCHOOL PRAYER

The school prayer is recited at assemblies and other school events.

Lord Jesus,

Through St John Paul II and in the spirit of harmony, gift us with:

Compassion to better understand and care for each other.

Forgiveness to restore relationships and

A Desire for Unity to live peacefully with each other

Amen.

TERM DATES 2025

Term 1 Wednesday 5th February – Friday 11th April

Public Holidays/Pupil Free Days:
Monday 3rd March (Labour Day)

Term 2 Monday 28th April – Friday 4th July

Public Holidays/Pupil Free Days:
Friday 30th May
Monday 2nd June (WA Day)
Tuesday 3rd June

Term 3 Monday 21st July – Friday 26th September

Public Holidays/Pupil Free Day:
Monday 21st July
Friday 26th September

Term 4 Monday 13th October – Friday 12th December

SCHOOL TIMES

Kindergarten J
Monday, Wednesday and Thursday

Session Times: 8:25 am to 2:00 pm (Mondays)
8:25 am to 2:45 pm (Wednesday & Thursday)

Kindergarten is not compulsory.

Children must be taken into the Kindergarten classroom and picked up at the door by an adult.

Pre-Primary – Year 6

8:15 am	Classrooms open
8:25 am	School commences
10:30 am	Morning recess
10:50 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 regular school 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.

SCHOOL CONTACT DETAILS

ADDRESS	6 Kurrajong Boulevard BANKSIA GROVE WA 6031
PHONE	(08) 9303 7101
EMAIL	admin@sjpiicps.wa.edu.au
WEBSITE	www.sjpiicps.wa.edu.au
FACEBOOK	www.facebook.com/sjpiicps

SCHOOL MAP

SCHOOL HISTORY

St John Paul II Catholic Primary School was initially known as Banksia Grove Catholic Primary School and was established in 2004. The school began in the parish hall at St Anthony's in Wanneroo with Tricia Davis as the foundation Principal, before moving to the present site on Kurrajong Boulevard, Banksia Grove in September 2004. The first day of school in the new school buildings commenced on Monday 06 September 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.

When established, St John Paul II Catholic Primary School was the second primary school in the parish of St Anthony's, Wanneroo. Fostering close ties with the school and Catholic community of Banksia Grove, Father John Daly held a weekly Mass at the school.

In February 2015 Archbishop Tim Costelloe declared that the area was to become a parish in its own right. Through research and planning involving the parish priest - Father Vinh Dong, parishioners, the school community and the Archbishop the name given to both parish and school was chosen.

The school was officially re-named St John Paul II Catholic Primary School in January 2016 and Mr Chris Lamb was appointed as the Principal.

In 2021, the building of the St John Paul II Church and adjacent Presbytery commenced on the south west corner of the school site. The official opening of the St John Paul II Parish Church was held on January 26th 2023.

In 2022, Mr Martin Tucker was appointed as the Principal of St John Paul II Catholic Primary School.

SCHOOL CREST AND MOTTO

The St John Paul II Catholic Primary School motto "In Harmony" reflects the school's vision for our community to be in harmony with God, all other members of our community and our environment.

The colours of green and red reflect the colours of the Banksia, once so prevalent 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

In the spirit of Reconciliation and recognition of the original owners we also wish to acknowledge the Noongar people who were the original custodians of the land we are now using for our school.

We acknowledge the Traditional Owners of the lands on which we live, learn and work. We acknowledge the continued deep spiritual connection and relationship of Aboriginal peoples to this country and commit to the ongoing journey of Reconciliation.

'Nidja, Noongar, Boodjar, Noonook, Niyininy - this is Noongar land we're standing on.'

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 CHARISMS

Our school charisms come under the overarching focus of ***Fostering the Spirit of Harmony*** and are reflected in the individual charisms:

- ***Desire for Unity***
- ***Compassion***
- ***Forgiveness***

EDUCATIONAL PHILOSOPHY

The basis of the educational philosophy of all staff at St John Paul II Catholic Primary School 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.

In conjunction with this, St John Paul II Catholic Primary School has the following educational priorities:

- The continued integration of Catholic Faith, Life and Culture particularly considering our role in the development of a growing parish.
- The embedding of digital technologies throughout the curriculum to enhance learning.
- The importance of oral language in fostering a deeper understanding of curriculum.
- The wellbeing of staff and students.
- The opportunity for students to demonstrate their individuality through creative activities including performing arts, visual art, and sport.

GENERAL INFORMATION

ABSENCES

Absences and sickness are to be reported to the office. Written confirmation is needed for ALL absences either by letter, email, a form on our website, or via SMS to our absentee line 0481 883 524.

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

ADMINISTRATION OFFICE

The office is open 8.00am – 4.00pm, Monday to Friday during the school term. If you have any queries, please call 9303 7101 or visit us at the front office.

AFTER SCHOOL PICK UP

Children who walk or ride home must leave the grounds following the footpath.

Families using the afternoon 'Kiss 'n Drive' are asked to display their family name on the dashboard of the car. Please let the School Office know if you require a name card and this can be provided for you. Staff will ensure your child gets safely into the car in this area.

Please do not park in the marked 'Kiss 'n Drive' pick up area at any time.

Parents who wish to park and wait for their children either in their car or outside the classroom are asked to park in the marked bays.

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.

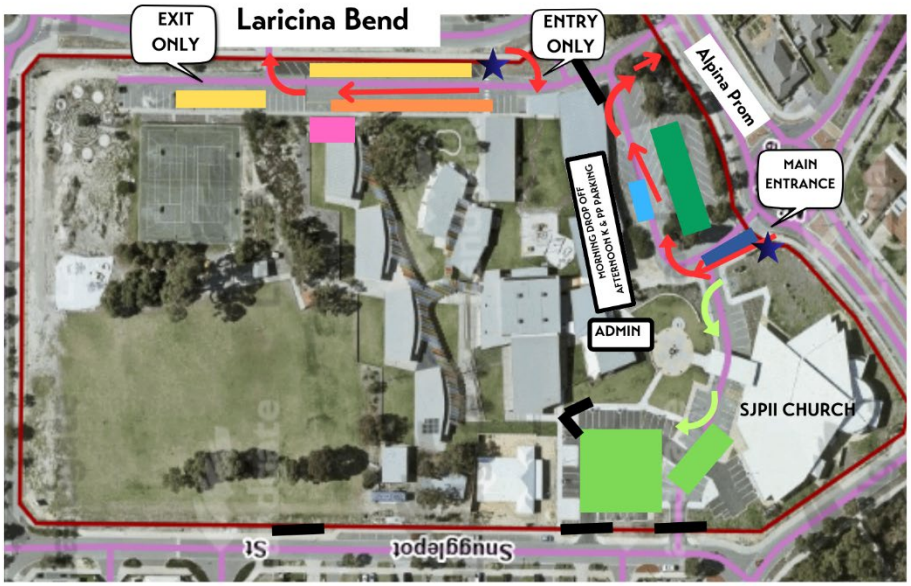
Please do not use the disabled parking bay without displaying a valid ACROD sticker.

PARKING & DRIVE-THRU MAP

ST JOHN PAUL II CATHOLIC PRIMARY SCHOOL

PARKING & DRIVE-THROUGH MAP 2024

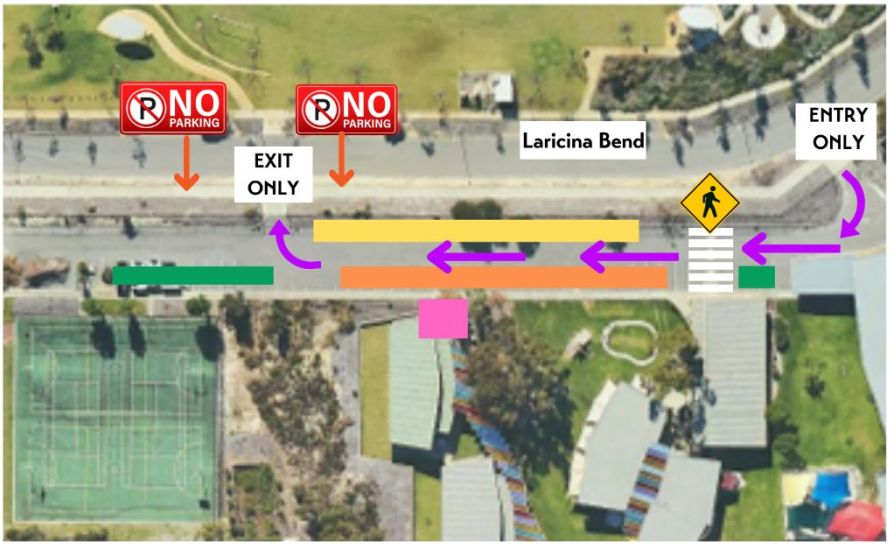
- **MAIN CARPARK KINDY & PP PARKING** — Parking AM & PM
- **STAFF & CHURCH PARKING** — Parking AM & PM
- **SIDE CAR PARK** — Angled Parking AM & PM
- **DRIVE-THROUGH** — NO PARKING AM & PM
- **ACROD PARKING** — Parking AM & PM for ACROD Permit Holders Only
- **PEDESTRIAN GATE** — Gate open before 8:30am & from 2:45-3:15pm
- **MAIN ENTRANCE** — Open all day
- **PICK UP AREA** — 3:00-3:15pm
- **GATE** — Closed



ST JOHN PAUL II CATHOLIC PRIMARY SCHOOL

KISS AND DRIVE PARKING MAP 2024

- **PARKING** — Parking AM & PM
- **SIDE CAR PARK** — Angled Parking AM & PM
- **DRIVE-THROUGH** — NO PARKING AM & PM
- **PEDESTRIAN CROSSING & GATE** — Pedestrian crossing leading to Pedestrian Gate open before 8:30am & from 2:45-3:15pm
- **PICK UP AREA** — 3:00-3:15pm



ACM

The school ACM is held once a year, in November. At this meeting the budget for the following school year is presented along with reports from the Principal, Advisory Council Chair and President of the P&F. The ACM is open to all community members.

ASSEMBLIES

All classes are involved in leading an assembly. Parents and friends are most welcome to attend. Assemblies are held on Friday mornings. Dates are on the school calendar on our website 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. Those children arriving after 8:25am must sign at the school office and collect a blue student pass.

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 Procedures which are in line with our Code of Conduct, and 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 student's right to learn. In particular, we believe that students should have their good behaviour celebrated; 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.

Whole School Behaviour Management Procedures are 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 & SCOOTERS

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, it is suggested only children from Year 4 up ride bikes unsupervised to school.

- All children who ride bikes or scooters must wear bike helmets.
- Bikes and scooters are to be walked in the school grounds.
- Bikes and scooters are to be stored in the bicycle racks outside the library.

BOOKLISTS & CLASS REQUIREMENTS

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

BOOK CLUB

Scholastic Book Club catalogues will be distributed throughout the year. Orders are made online using the Scholastic payment instructions on the catalogue or can be

dropped into the school Office. Deadlines for orders will be published in the school Newsletter.

CANTEEN

Hungry JP's, our school canteen, reopened in 2022. It is currently open for recess and lunch on a Thursday. Orders can be submitted to the canteen itself on a Thursday morning or to the classroom teacher.

Hungry JP's is run by volunteers. If you can help out please let the office know.

Occasionally, we have a 'special' lunch made available to children. On these occasions' communications will be sent to parents in advance of the date.

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 adhere to school procedures.

The CEWA Code of Conduct, that all staff, parents and visitors agree to adhere to, is available on our website and is displayed in the school office, alongside the St John Paul II Catholic primary School Student Code of Conduct.

Should you wish to report an observable breach of the Code, please contact the appropriate teacher or a member of the leadership team.

CEWA CODE OF CONDUCT STATEMENTS

1. You act safely and competently.

2. You give priority to students' safety and wellbeing in all your behaviour and decision making.

3. You act in accordance with the values of the Gospel.

4. You conduct yourself in accordance with laws, agreements, policies, directives and standards relevant to your relationship with the CEWA community.

5. You respect the dignity, culture, values and beliefs of each member of the CEWA community.

6. You treat personal information about members of the CEWA community as private and confidential.

7. You give impartial, honest and accurate information about the education, safety and wellbeing of students.

8. You support all members of the CEWA community to make informed decisions about students.

9. You promote and preserve the trust and privilege inherent in your relationship with all members of the CEWA community.

10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.

11. You act reflectively and ethically.

12. You give students a voice in their education, safety and wellbeing.

STUDENT CODE OF CONDUCT

At St John Paul II Catholic Primary School, we want to feel happy, safe, respected and included.

In order to feel happy, we will…

- play and have fun with friends
- make others smile and think positively
- include everyone and share with others
- spread smiles and compliments

In order to feel safe, we will…

- follow instructions and act responsibly

- create a friendly environment where everyone is comfortable
- be kind to others and treat everyone with respect
- help and support each other

In order to feel respected, we will…

- treat others as we would like to be treated
- listen attentively to others
- respect the opinions of others even if they are different to ours
- apologise if we have made a mistake

In order to feel included we will…

- live 'in harmony'
- welcome others and not leave anyone out
- celebrate the success of others
- check if everyone is okay

When someone isn't experiencing these positive feelings, we will…

- try to find out what happened and help and support others
- show compassion and comfort them
- encourage them to tell a trusted staff member
- cheer them up by making them laugh and smile
- ask them to join our group
- apologise if we have done wrong

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 encourage all families to attend the parish Commissioning Mass at the beginning of the year. These events are advertised in advance on the website, via the Newsletter and on school social media platforms.

COMPLAINTS

St John Paul II Catholic Primary School is committed to ensuring that disputes and complaints are dealt with fairly, objectively and in a timely manner, and that processes reflect the principles of participation, co-responsibility and subsidiarity. To view CEWA's full Dispute and Complaint Resolution Policy, please visit the school website.

Most issues can be dealt with at a classroom level by contacting the classroom teacher. If the matter is not resolved, parents are asked to contact the Assistant Principal, Nic Bigwood, via the Office.

CRUNCH N' SIP

As part of our healthy foods programme all children are asked to bring a piece of fruit or vegetable to school each day, which will be eaten in class.
Children are also encouraged to bring a water bottle to school that can be taken into the classroom.

CURRICULUM

As a Catholic school in Western Australia, we are required to follow the Western Australian Curriculum available at: https://www.scsa.wa.edu.au/ and the Religious Education curriculum provided by CEWA.

- Kindergarten & Pre-Primary follow the EYLND framework
- Pre-Primary to Year 6 follow the SCSA curriculum
- Individual Education Plans for Students requiring additional support will have meetings between the Teacher and Parents as well as the School Students with Disability Coordinator if needed.
- Reporting is consistent with SCSA directives
- Protective Behaviours is taught through the CEWA mandated program – Keeping Safe with children – from Kindergarten to Year 6. This falls under the Health curriculum.
- Our Literacy and Mathematic practices are informed by relevant up-to-date evidence-based pedagogy.
- Our Early Years education is based on inquiry and play-based learning.

ENROLMENT POLICY

Catholic schooling is available to all seeking a 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 St John Paul II 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 and parents' visa/passport and/or citizenship papers. A copy of the child's current school report will also be required. An interview for the parents and child will then be made with the school Principal before a confirmed place at the school is offered.

EVACUATION & LOCKDOWN

Every school is legally obliged to have in place, and practise, emergency evacuation and lockdown plans. Normally one evacuation or lockdown drill will occur each term. This practice is to maximise the safety of all students, staff and visitors in the case of an emergency. As a result of our school's location we are also required to undertake Bush Fire evacuation practices. Due to the nature of the events, parents will not always be notified before a drill takes place.

EXCURSIONS/INCURSIONS

Excursions are part of the school education programme and are paid for as part of the school fees. Written permission is usually received at enrolment.

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.

EXTRA-CURRICULAR ACTIVITIES

A range of extracurricular activities are available to St John Paul II Catholic Primary School students. These will be advertised throughout the year via the school newsletter and letters sent home.

FACTIONS

All students, Kindergarten to Year 6, are allocated into three factions: Boodjah (Red), Nganka (Yellow) and Jeerp (Green).

Students participate in sporting events such as athletics carnivals and cross country for their faction. The faction system is designed to promote sportsmanship, enjoyment, team spirit, cooperation and endeavour.

FAITH DIMENSION

Class Masses, liturgies and whole-school Eucharistic celebrations are held throughout the year. Dates will be advised via the newsletter and on the calendar on the school website. Parents are welcome to attend all celebrations to celebrate as a community.

St John Paul II Catholic Primary School enjoys strong links with our Parish and our Parish Priest, Fr Vinh Dong.

FAMILY INFORMATION

Change of address, phone number, email address, emergency contacts and other 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 your child returns to the classroom. It is recommended that hair be checked on a weekly basis.

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. 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 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 procedures, directives, initiatives and current school requirements.
- On alternate weeks the Merit Newsletter will be sent out.
- Parent information sessions will be conducted early in first term each year. Class teachers will outline areas of curriculum, class timetables, class procedures and answer any queries.
- Collaborative Conferences between parents, children and teachers will take place once a semester, or if requested by either party. These collaborative conferences are part of the school's reporting process.
- The school website also contains up to date information.

HOMEWORK

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 their achievement and self-discipline rather than endurance. Please contact your child's teacher if you have any concerns.

There is no homework in Kindergarten.

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.

For safety reasons if there is an outbreak of a notifiable disease, children who have not been immunised will be excluded from school for the length of time directed by the Health Department W.A.

LOST PROPERTY

Lost property will be placed in the Lost Property Box kept in the undercover area.

To avoid this from occurring please make sure that all property and clothes have your child's name **clearly labelled** on them.

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 or other electrical devices 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 will visit the library to borrow books on a regular basis. The Library will also be open some lunch times if the children wish to access the facilities. For the protection of the books all children need a school library bag in order to borrow.

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.

Staff at St John Paul II will direct all medication requests to the Office, they will not be administered in the classroom.

Medication must not be given to the student to self-administer**.**

NUTS

St John Paul II Catholic Primary School is an Allergy Aware School. Due to several students 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.

OUT OF HOURS SCHOOL CARE (OSHclub)

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 or register online.

PARENTS & FRIENDS ASSOCIATION

The P&F assist with fundraising and community building activities. Meetings are advised in the Newsletter and can be held at the school on a specified date or online. All parents & friends are welcome and actively encouraged to join.

Class Reps are actively encouraged as a link between classes, families and the P&F. It is a great way to help foster community spirit.

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. You are encouraged to be a part of the School Advisory Council and/or P&F. Your assistance is also most welcome as volunteers in the classrooms and around the school.

Parents wishing to volunteer in classrooms need to be aware of the importance of confidentiality. Parents are there to support the teacher and students.

As this is a wonderful opportunity for parents to be involved with their school aged children, we ask that younger than school-aged siblings be left with someone for the time parents are helping at school.

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

PLAY AREAS

During recess and lunch, students have access to a range of sporting equipment available from outside the sports shed.
Students in Kindergarten and Pre-Primary play in the Junior Primary area.
Students from Years 1-6 will play on the oval, nature play area and basketball courts.
The Library is open at lunchtimes Monday - Friday for children who wish to read books, draw or play board games.

Children are not permitted to use any play equipment before or after school.

PLAYGROUP

Playgroup for children below Kindergarten age runs each Friday during the School term, from 8:45 am to 10:30 am. Children must be accompanied by an adult.

PERFORMING ARTS

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

Children in Years 3–6 who have demonstrated a strong ability in music have the opportunity to join in the band or the recorder ensemble.

Children from various classes may be involved in the annual Catholic School Performing Arts Festival.

RELIGIOUS EDUCATION

Religious education is our first learning area.

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 their 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.

REPORTING

Reporting is based on the guidelines provided by SCSA and CEWA.

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 Kindergarten.
- Reports at the end of each semester for Years PP—6.
- Individualised Education Plan meetings as needed.

REPORTS

Reports for students in Pre-Primary to Year 6 will be available to parents online, at the end of each semester, through **SEQTA Engage**.

To access **SEQTA Engage**, please go to:
https://sjpiicps.engage.cewa.edu.au/

If you have forgotten your log-in details or are new to the school and have not yet been issued a password, please contact the Office via email at:
admin@sjpiicps.wa.edu.au.

Please note that once you have been issued a password, you must log-in within seven days or your details will expire.

It is advisable to download and keep safe a copy of student reports as, once students are no longer enrolled in the school, parents will not be able to access SEQTA Engage.

SCHOOL ADVISORY COUNCIL

This group assists the Principal in offering advice on school related matters. Membership of the School Advisory Council is open to anyone who has an interest in Catholic Education. There are 8 positions available. Each term runs for two years. Nominations are called for prior to the Annual Community Meeting (ACM) which is held each November. Elections take place at the ACM.

SCHOOL FEES

Catholic Education Western Australia (CEWA) set the school fees. School fees are reviewed annually by CEWA.

The fee schedule for 2025 is available on the school website or on request from the school office.

School fees are 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 60% 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.

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 or school finance officer.

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. 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 PHOTOS

School Photo dates will be advertised in our newsletter and on the calendar on the school website. Photos will consist of class and individual photos. Parents will be given information on how to order photos online.

SCHOOL POLICIES & PROCEDURES

Copies of CEWA policies and the school's guidelines and procedures can be viewed or downloaded from the school website.

SCREENING & REFERRALS

All children in Kindergarten 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 screening, then a referral will be made to the appropriate outside agency. Parental permission will be required.

SHINE TIME

Throughout the year, students in Years 3-6 will participate in Shine Time activities. Shine Time will occur on Friday afternoons and will give students the opportunity to showcase their individuality and creativity in extra-curricular activities. Shine Time activities may include:

- Chess
- STEM
- Sewing
- Craft
- Coding
- Robotics
- Language
- Cooking
- Dance
- Mindfulness
- Sport
- Art

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.

Office staff will only give medication when the parent/guardian has completed 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 must be kept with the child.

Auto injector pens (Epipens) are stored in the front office.

SIGNING IN & OUT

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 classrooms. Visitors will also need to wear a visitor's badge while on school grounds. In doing so the safety of the children is assured.

SOCIAL MEDIA

Parents are invited to keep up with the latest school news by following or liking the school's Facebook page at: https://www.facebook.com/sjpiicps

This site is intended as a positive communication tool for our community. If you have an issue or complaint, we ask you contact the school directly.

Parents are NOT permitted to post pictures or videos taken at the school of any child, other than their own, on Facebook or other social media unless express permission

has been granted by the parents of all other children in the photo/video. We appreciate your cooperation in this matter.

SOCIAL WORKER & CHAPLAINCY WORKER

The Social Worker & Chaplaincy Worker assist children and families in the St John Paul II Catholic Primary School community with issues that may impact on a child's learning or overall functioning. They can help identify, assess and resolve the social and emotional difficulties that can interfere with school life and help children gain the most from their educational opportunities. They can also help parents to strengthen their parenting skills and cope with challenges.

As well as working with individual children, our Social Worker & Chaplaincy Worker coordinate programs including:

- Seasons for Growth program which supports children experiencing grief or loss.
- Transition to high school - a program for Year 6 students which assists them in preparing for high school.
- Sensory integration program - offers students the opportunity to address their sensory needs via exercise activities and relaxation methods.

Assistance can be provided with issues such as:

· Child anxiety
· Interpersonal skills
· Anger management
· Dealing with separation and family conflict
· Grief and Loss counselling
· Child protection
· School refusal
· Behavioural concerns at school or at home
· Building resiliency and self-esteem
· Organising welfare assistance and information for families in financial distress

For more information regarding these services please contact the Social Worker or Chaplaincy Worker via the school office.

STAFF MEETINGS

For your information staff meetings are held alternate Wednesdays from 3.15pm. Staff will be unavailable at these times.

STUDENT LEADERSHIP

All Year 6 students are seen as leaders in the school. However, selected students from Year 6 have the opportunity to be involved in a Student Representative Committee. These selected students meet regularly to discuss whole school campaigns and issues. They also take up selected responsibilities as student leaders in service to our school community.

SUNSMART

St John Paul II Catholic Primary School operates a ***'No Hat, No Play in the Sun'*** guideline. 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.

SWIMMING LESSONS

Swimming lessons take place at Aquamotion, Wanneroo for Years 1-6. The cost of swimming lessons is added to your annual fees. Instructions on what to wear and what to bring will be sent home to families before lessons 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. They may wear the school sports uniform, but the choice is entirely a parental decision.

Throughout the year a ***'No Hat, No Play in the Sun'*** guideline is in place. For children from Kindergarten to Year 6 this means a school hat.

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

Student's hair must be neat and tidy and kept off the face. All children with longer than shoulder-length hair must have it tied up. Hair accessories must be in school colours (green, gold, red) or black. No hair colour or extreme haircuts e.g. mullets or tracks are allowed.

In terms of 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. No makeup or nail polish should be worn.

UNIFORM REQUIREMENTS

Girls Uniform

New school hat with badge
School dress or Lemon button up shirt and bottle green cargo shorts or trousers
Black socks & black enclosed shoes

Boys Uniform

New school hat with badge
Lemon button up shirt

Bottle green cargo shorts or trousers
Black socks & black enclosed shoes

Sports uniform
New school hat with badge
School polo faction shirt
Bottle green sports shorts
Micro fibre jacket & track pants with logo
Black socks & black joggers

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

The school bag is required for all children from Pre-Primary to Year 6.
Library bags are required for all children from Kindergarten to Year 6.

ONLINE UNIFORM SHOP

St John Paul II Catholic Primary School uniforms are now available for purchase online via Perm-A-Pleat Schoolwear:

https://stjohnpauliicatholicps.permapleat.com.au/shop

There are two delivery options:

Delivery Option 1
Delivered to Home Address $10.00 incl GST (not post box).
At checkout you can select to have your order delivered to your home address for a delivery charge of $10.00 incl GST.

Delivery Option 2
Delivered to School Reception No Charge
At checkout you can select to have your order delivered to the school reception for collection for no additional delivery charge.

Orders placed between Monday to Friday are dispatched the following Monday and

delivered to the school reception overnight in Metro areas.
Orders will be received by the school on a Tuesday and sent home via classrooms.

VISITORS

All visitors (including parents) to the school during school hours must report their presence to the School Office. Any desired access either to children or to children's property (e.g. school bags) must be through the office, where they must sign in and collect a visitor's label.

For security purposes, the side gates will be locked at 8.30am and re-opened before the end of the school day.

WHAT TO BRING TO SCHOOL:

- Drink bottle, labelled and filled with water
- School hat
- Healthy packed recess & a healthy packed lunch – NO NUTS
- School backpack & Library bag
- Apply sunscreen before coming to school
- Spare set of clothes (Kindergarten – Year 1)

WITHDRAWAL OF STUDENTS

If you wish to withdraw your child/ren from the school, please notify the Principal via the School Office giving as much notice as possible.

YEAR OF ENTRY

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

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

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.