

PROSPECTUS

2020

Parent Information Booklet



SANTA CLARA SCHOOL

*Established by the
Dominican Sisters in 1954*





SANTA CLARA SCHOOL
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Santa Clara School Prayer

*Father in heaven,
As a member of the Santa Clara School Community,
I honour you today.*

*Thank you for all the gifts
we have received from you.*

*Help us to develop our talents
and grow daily more like your Son, Jesus.*

*Stay with us in all that we do
and help us in our work.*

St Clare and St Dominic, pray for us.

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Santa Clara

Mission Statement

Inspired by the Dominican tradition, Santa Clara Catholic Primary School is founded on the principles of Truth and the Christian way of living. We seek to nurture the individual qualities of each person within our school community in a caring and accepting atmosphere.

We Will Inspire

CODE OF CONDUCT

The Code of Conduct Policy reflects our school Mission Statement.

Santa Clara School is committed to ensuring our students reach their full potential and to reflect Christ in all aspects of their lives.

The Code of Conduct Policy contributes to ensuring our students have opportunities to use their gifts and continue to thrive.

The Code of Conduct outlines the work practices, behaviours, relationships, attitudes and responsibilities for staff, parents, volunteers, visitors and students at Santa Clara School.

The Code of Conduct will now formulate staff employment and professional conditions as well as the enrolment policy of families new to the school. It applies to all current and future staff, parents, visitors, volunteers and students at Santa Clara School.

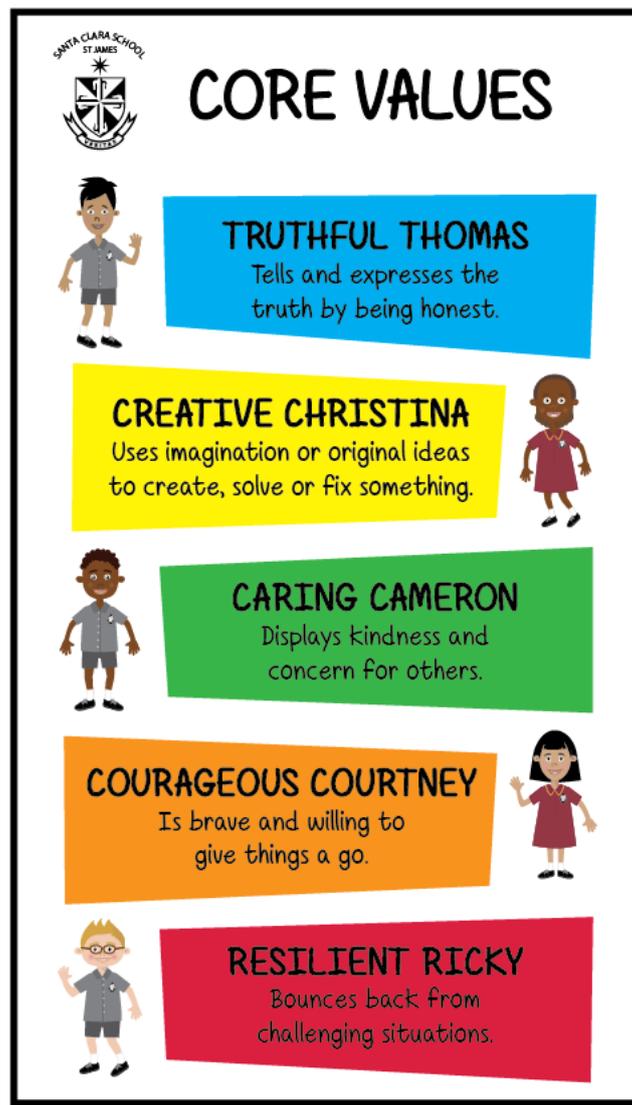
THE SCHOOL CREST

The school crest has been adopted from the Dominican Order Coat of Arms. Inspiration for the Coat of Arms came from St Dominic's noble parentage.



1. From his mother's side came the cross. Jane of Aza's family belonged to the Knights of Calatrava, who wore a cross of this description. The cross "fleury" has ends that flower out to a lily shape. It symbolises sacrifice flowering into joy.
2. The eight-pointed star bears a marked resemblance to the face of the compass which points to all quarters of the globe. A star is also a symbol of light.
3. From his father's side came the black and white Guzman shield, divided into eight sections. Black symbolises penance and white is a symbol of joy.
4. The word "Veritas" which means "Truth" reminds us that St Dominic sought the truth of God and in his preaching, he shared this truth with others.

SANTA CLARA SCHOOL CORE VALUES



This initiative was created to instil the values that our community, as a collective, felt were crucial for our students to develop, to ensure they become lifelong learners and global citizens.

The Santa Clara Core Values underpin all we believe in as a school. It covers the development of the whole child spiritually and emotionally along with academic skills. It provides the dialogue of what it means to be an emerging world community and how their actions contribute to the building of this community.

Our students are the next generation of thinkers and innovators and we believe that the instilling of these values into the core of what they do, will contribute to our society in a positive way and they, themselves, will have the skills to overcome challenges and lead happy and fulfilled lives.



STRATEGIC DIRECTION

LEADING in a flourishing Catholic Education system

FOCUS AREA	INTENT	OUTCOMES
LEARNING (Education)	LEARNING is what we do – We are committed to learning at every level.	<ul style="list-style-type: none">> Enhance student achievement and wellbeing> Increase student and staff engagement in their own learning and faith formation
ENGAGEMENT (Community)	ENGAGEMENT is essential – We are committed to Catholic Education's mission through relationships with all.	<ul style="list-style-type: none">> Enhance parental engagement in their child's learning and faith formation> Develop our people to be leaders in Catholic Education's mission
ACCOUNTABILITY (Stewardship)	ACCOUNTABILITY is not optional – We have personal and collective responsibility for our system's success.	<ul style="list-style-type: none">> Increase understanding of our individual and collective responsibility for Catholic Education's mission> Ensure inclusivity, good governance and the resource allocation required to meet our mission
DISCIPLESHIP (Catholic Identity)	DISCIPLESHIP is our calling – We are committed to deepening our relationship with Jesus.	<ul style="list-style-type: none">> Enhance opportunities for personal faith development> Increase enrolment of the vulnerable, poor and marginalised as a visible sign of our faith in action



2020 TERM DATES

SEMESTER 1

Term 1: **Teachers** – Thursday 30 January to Thursday 9 April

Students – Monday 3 February to Thursday 9 April

**Pupil Free Days / Staff Professional Development
(School Closed): Friday 27 March**

Term 2: **Teachers** – Tuesday 28 April to Friday 3 July

Students – Tuesday 28 April to Friday 3 July

**Pupil Free Days / Staff Professional Development
(School Closed): Friday 12 June**

SEMESTER 2

Term 3: **Teachers** – Monday 20 July to Thursday 24 September

Students – Monday 20 July to Thursday 24 September

**Pupil Free Days / Staff Professional Development
(School Closed): Friday 21 August**

Staff Catholic Day (School Closed): Friday 25 September

Term 4: **Teachers** – Monday 12 October – Friday 18 December

Students – Tuesday 13 October – Friday 11 December

**Pupil Free Days / Staff Professional Development
(School Closed): Monday 12 October**

(Please note that dates are subject to change.)

ENROLMENT POLICY

Interviews with parents and prospective students can do much to improve the student's transition to the new school environment. Discussion on school rules and policies at this time will do much to avoid problems, which might otherwise arise.

Where a student has special needs, the Principal is to clarify with the parents what the student's needs are and what facilities the school has to assist with the education of the student.

Principals are requested to discuss intending enrolment of students with disabilities with the Catholic Education Office, co-ordinator of the Special Education Team, before making final decisions regarding enrolments and programming.

For all students, an Enrolment Form & Data Collection Form must be completed at the time of enrolment.

PROCEDURES

1. ***Student Information Form***

On initial request for enrolment, the parents are given a Student Information Form.

2. ***Interviewing Procedures***

After family considerations and completion of forms:

- * Parents contact the school for an appointment with the Principal.
- * Discussions are carried out about the school's procedures and the child's personal and academic needs.
- * Families are given a tour of the school to explain the layout of the establishment.
- * If enrolment of a student is affirmed, book lists, Parent handbook, etc. are given to the parents.
- * After the class teacher has been informed about the child's requirements, the family is notified about a commencement date.

3. ***Student Surname***

For the purpose of school records, a student's surname must be either that which appears on her / his birth certificate; one specifically stated as

the name of the student in an Order of the Family Court; or one evidenced by a registered deed poll or licence.

The Principal should accept the surname given for the student by the enrolling parent unless the Principal is aware of a problem in relation to the surname. If this occurs, the enrolling parent should be asked for evidence of the legal name of the student; the legal surname should then be used.

4. ***Identification Documentation***

Birth Certificates, Baptism Certificates and Immunisation Records are required to be sighted by the Principal before any enrolment application is finally accepted and signed (with parental permission, the school requests photocopies of these documents).

5. ***Medical Requirements***

Medical conditions are asked to be reported at the time of the interview with the Principal. (e.g. Asthma, allergies, physical disabilities, ongoing medication etc.)

6. ***Students other than Catholic***

Catholic and Non-Catholic students are accepted into the school, priority being given to Catholic students if there is a waiting list. Enrolment for students who are not Catholic shall occur to those who can demonstrate support for the Catholic ethos of the school, particularly its religious education program.

7. ***Visiting Students***

Visiting students are required to be registered at the school. A temporary Enrolment Form is to be completed by the Parents. A Pro-rata fee structure is in place and parents are asked to comply with this fee on a weekly basis.

8. ***Starting Age of Students***

<i>Kindergarten</i>	4 years of age before 30 June
<i>Pre-Primary</i>	5 years of age before 30 June
<i>Year 1</i>	6 years of age before 30 June

NATURE PLAYScape

The importance of play in the early years of life cannot be overestimated and a nature playscape is an essential guide to all play experiences.

Our Nature Playscape is designed to be a place where your children can play and reach their optimum well-being through exploration, experimentation and discovery.

Our playground offers a wide range of benefits such as increasing physical activity, fine and gross motor skills & cognitive development. The outdoor play will foster opportunities for creativity, imagination, social connections and learned behaviours.

With the development of our Early Childhood Nature Playscape, we will encourage 'safe' risk taking. Children will be given opportunities to climb a 'fort', jump from various heights, play with sticks and rocks, walk along pathways, run around the trees and open areas, play in sand and water and find places to climb, dig, pretend, and hide and have opportunities to bellow or be silent.

Through our beliefs in fostering these skills, your children may not come home looking clean. As children will be encouraged to experiment with mud and get wet, we ask the parents to understand why this may happen and we also ask that parents pack a spare change of clothes for times when there may be a necessity to change their clothes.

We are confident that our extra ordinary outdoor spaces for children, will tickle their imagination and surprise their senses.

ADMINISTRATION

SCHOOL ATTENDANCE TIMES

<i>Kindergarten:</i>	Wednesday, Thursday & Friday 8:50am – 2:45pm
<i>Pre-Primary to Year 6:</i>	8:45am – 3:00pm

SCHOOL HOURS

School begins	8:45am
Brain & Munch time	10:25am – 10:35am
Recess	10:35am - 10:50am
Lunch time	12:50pm - 1:30pm
School ends	3:00pm

LATE ARRIVALS

Children in Pre-Primary – Year 6 are expected to be at school by 8:45am.

Parents of children late to school are required to accompany their child to the school office and sign their child in through the Seqta Kiosk iPad. The printed receipt is to be signed by the parent and taken to the classroom teacher.

OFFICE HOURS

The school office is open from 8:00am to 4:00pm daily.

Emails may be sent to admin@santaclara.wa.edu.au.

FAMILY DETAILS AND EMERGENCY CONTACT NUMBERS

Parents are requested to notify immediately if there are any changes to this information.

PARENT CONCERNS

To allow for open communication between all school members, parents are asked to contact the class teacher and/or the Principal if there is something that requires clarification or discussing e.g. student's progress, procedures, environment etc. It is asked that an appointment be made through the school office so that quality time can be given to discussions.

Confidentiality will be respected at all times.

NEWSLETTER

The Newsletter is sent each Thursday fortnightly to one member of each family electronically via email link to our website. The deadline for all items is Wednesday at 9:00am. Items received after this time cannot be included in that week's newsletter.

MESSAGES TO CHILDREN

The school telephone is only available to children in the case of an emergency. Every endeavour is made to send important messages to children.

ABSENCES

If your child is absent from school due to illness or medical appointments etc., parents are asked to notify the school office at admin@santaclara.wa.edu.au and classroom teacher via email. A phone call may be made to the school office before 9:00am with an email sent to administration and classroom teacher. Alternatively, please provide a note to administration on student's return.

If a family is going on holiday or attending another school on a temporary basis, the teacher and the school office need to be informed before the student leaves. An estimated day of return would also be appreciated.

LEAVING SCHOOL GROUNDS

Parents are to notify the school office if a child is to be taken out of school during school hours. Parents are required to come to the office and sign their child out through the Seqta Kiosk iPad. The printed receipt is to be signed by the parent and taken to the classroom teacher to collect their child.

SMOKE FREE

The school is in a smoke free zone, therefore, smokers are asked to refrain from smoking in the school grounds or within 5 metres of entrance.

PARENT PARTICIPATION AT SANTA CLARA

Parents are encouraged to participate with their children's education by volunteering their time in a variety of situations.

PARENT VOLUNTEERS TO ASSIST IN CLASSES

Parents are needed to assist in classes, particularly in the junior year levels. Class teachers call for volunteers and post rosters in their classes. Please be sure that you can be available at the time you choose as the teachers rely on each volunteer being there to work with small groups, etc.

THE SCHOOL BOARD

The School Board is responsible for the financial and building operations of the school. This includes school maintenance.

The Board is informed about the school's procedures relating to staff and curriculum. The School Board hold their Annual General Meeting late in Term Four each year. At times, new members are due for re-election.

PARENTS' AND FRIENDS' COMMITTEE

This body carries out fundraising and social activities for the school. They support the classrooms by supplying materials and resources for the school and also provide support and assistance with school functions such as sports days and camps.

TEACHER REQUEST FROM THE P & F

When a teacher feels that a particular resource could be purchased for a class or the school, a proposal is given to the Principal.

The proposal is to contain:

1. A description of the resource or request.
2. The benefits to school and students of the request outlined.
3. The cost of the request.
4. The ongoing effectiveness of the request outlined.

If the approval of the request is met by staff and Principal, then the request will be taken to the P & F.

CANTEEN

The school employs a Canteen Manager who, with voluntary help from parents, runs the canteen. It operates each Monday and Friday.

Menus, which follow the "Green, Amber and Red" Canteen Guidelines, are sent home each term.

Santa Clara School Canteen uses an online ordering system, Quickcliq. **Online orders are to be received by 9:00am on the day required.**

Cash sales will still be available if only requiring recess or ice cream sales, however, it would be preferred if recess items could be pre-ordered at the canteen window before 9:00am, if not ordering online.

GENERAL INFORMATION

ASSEMBLIES

These are organised by the Student Leadership Teams with the assistance from the class teacher. Achievements and merit awards are announced. Classes take turns at presenting a 'Curriculum' and 'Religious Education' item. Assembly is held Friday mornings at 9:00am in the school's undercover area or school hall.

BOOKLISTS

Booklists are issued each year in Term 4 for the following year. Parents are requested to purchase the texts using the Booklist method and to regularly replace consumable items throughout the year.

INSURANCE

Comprehensive 24 hour insurance cover is taken out for all children. This is included with the school fees.

PUPIL FREE DAYS

Please check the Santa Clara Term Calendars and Newsletters for pupil free days allocated for staff professional development each year.

EMERGENCY EVACUATION

Emergency evacuation drills are held regularly each year.

TOYS AND GAMES

Children should not bring games, toys or belongings to school. No responsibility will be taken for any valuable items brought to school.

MOBILE PHONES

Students needing to have a mobile phone at school for a special reason are required to hand it in to the school secretary before school and collect it at the end of the school day.

SCHOOL GROUNDS

School grounds are out of bounds after school hours and on weekends unless for organised school functions. Riding of skateboards, scooters, roller blades and bikes is prohibited in the school grounds at all times. Play equipment is out of bounds before and after school.

OUT OF SCHOOL CARE

Santa Clara School provides an Out of School Care Hours and Vacation Care on the premises. For enquiries, please contact Keren Barry, the Out of School Care Coordinator, on (08) 9251 0405.

MUSIC

Students from Kindergarten to Year 6 have 60 minutes of Music lessons per week.

SCHOOL CAMP

Students in Year 6 attend a school camp every year. The staff decides on the destination and plan educational activities for this time. Different places are looked at to give the students some experiences they have not had before. The cost is partly covered in the school fees.

EXCURSIONS / INCURSIONS

Excursions / Incursions are generally held once a term. Costs related to these are kept at a minimum and covered through the amenities fees.

At times, the P&F may assist with costs if they are large. Children who do not have permission notes signed by a parent or guardian will not be permitted to go on an excursion. A separate permission note is sent home for each excursion. Correct uniform is to be worn for all excursions.

HOMEWORK

Homework is set to develop organisation skills, to develop the ability to work independently and to study. Parental help will be needed to establish these patterns. Homework can be another opportunity for child/parent contact.

Teachers set varying amounts of homework according to the child's age and learning requirements.

Years 1 & 2	Approximately 20 minutes Monday to Thursday (including reading)
Year 3	30 minutes Monday to Thursday (including reading)
Years 4 & 5	30 - 40 minutes Monday to Thursday
Year 6	50 - 60 minutes Monday to Thursday

1:1 PROGRAM

Once students commence in Year 4, they participate in a 1:1 Program. This is a parent funded, school based leased model that they participate in for the following 3 years.

BEHAVIOUR MANAGEMENT / CODE OF CONDUCT

Rules are necessary to ensure that everyone can work together, feel safe and enjoy school. At school, as in other places, all are expected to behave responsibly and to treat others with respect.

Speech – Children will:

- Address each other politely and by name
- Allow people to have a conversation without interrupting, unless it is urgent
- Always use good manners e.g. please, thank you, excuse me, etc.
- Avoid using inappropriate and unpleasant language
- Accept correction in an appropriate manner
- Treat everyone with respect

Before School – Children will:

- Sit quietly outside classrooms and wait for the teacher to arrive
- Refrain from using play or sport equipment
- Stay away from the playground

In the Classroom – Children will:

- Wait for a teacher before entering a classroom
- Follow all class rules as set by the teacher

In the Playground – Children will:

- Take care of the environment and put all rubbish in bins provided
- Follow playground rules at all times and encourage others to do the same
- Share playground equipment
- Show consideration toward those younger or less able than themselves

At Sport – Children will:

- Accept the umpire's decision without complaint
- Encourage good performances from others
- Congratulate each other on good sporting attitude

On Excursion / In Public – Children will:

- Take pride in themselves and their school by wearing their uniform correctly
- Follow all safety rules when travelling on public or in private transport
- Be on their best behaviour at all times
- Respect adults, especially the elderly and disabled
- Follow the rules of the place being visited
- Always use good manners in all they do and say

CUSTODY / FAMILY CRISIS

The Principal is to be contacted if a situation of this type occurs. There are legal implications for the school to follow, if required, and a pastoral concern for the child and family to be understood. Assistance and/or notification about any of these matters are confidential.

MEDICAL

If children are unwell, they are not to be sent to school. If they become ill or have an accident at school, a parent or the given emergency number will be contacted. In the event of a serious injury, the school will seek immediate medical attention for the child while endeavouring to contact the parents.

ADMINISTRATION OF MEDICATION

General Principles

- When students are taking medication, long and short term, the Principal or office must be contacted. Medical forms are to be filled out for this procedure.
- Staff monitor that the child is not hurt too badly. Wounds are cleaned and other injuries are wrapped in ice.
- Where possible, student medication should be administered by the student or be administered by the parent/guardian at home in times other than school hours.
- Apart from the use of asthma puffers, no form of medication prescribed or otherwise, is to be self-administered without the direct supervision of school staff appointed by the Principal, for that purpose. Medication should be sent to school in a weekly tablet dispenser with medication allocated to each day.
- With the exception of Kindergarten and Pre-Primary students, asthma sufferers may keep puffers in their school bag, classroom or at Administration. Puffers belonging to Kindergarten and Pre-Primary students must be lodged with the class teacher.
- Prescribed student medication is to be presented to the front office and should be stored in a container clearly showing the name of the student, the name of the medication, the dosage and frequency. The medication will be kept in the school office and administered from the school office.

A “Medication Administration Request Form” must be completed for every course of medication requiring administration or monitoring by school staff.

STAFF ADMINISTRATION OF MEDICATION

The doctor prescribing the medication is to be aware that school staff will administer or supervise the administering of medication to students. The doctor or parent is to provide any additional information to staff regarding special requirements that may exist for the administration of the medication.

PROCEDURE FOR ADMINISTERING PRESCRIBED MEDICATION

When a child is required to self-administer prescribed medication or requires administration by the school staff, parents are to provide a completed Medication Request with the following details:

- Written authority for the school staff to administer the prescribed medication
- The reason for medication
- The frequency of medication
- Possible side-effects
- Details from the Medical Practitioner regarding the circumstance of use

It is the parent's/guardian's responsibility to ensure that all medication is:

- Appropriately packaged
- Clearly shows the name of the medication
- The student's name
- The dosage
- Frequency of dosage
- Is not out-of-date
- Is sufficient in quantity for the student's needs

EMERGENCY ACTION PLANS

Parents are required to notify the school of children with special medical problems and to complete an Emergency Action Plan which contains the following details:

- Written approval from parents/guardians to implement the plan
- The specific medical problem
- Symptoms that may be observed
- Level of treatment to be administered by the school
- Name of Medical Practitioner and proximity, to whom the child is to be taken, and whether he/she is available all day. If not, the child will be taken to the nearest medical centre that has a General Practitioner present.
- Transportation arrangements to the nearest medical service
- Emergency Action Plans to be revised and updated annually by family doctor and to include doctor's signature and date.

'NUT' AWARE POLICY

Santa Clara School owes a duty of care to all students and as such foreseeable risks from anaphylaxis need to be minimized.

Information about a student's allergies shall be collected at enrolment and at other times during the course of a student's time at the school e.g. parental consent forms for camps/excursions. It is the parent's responsibility to inform the school of their child's allergies and to provide the necessary medications as required.

Some students enrolled have a serious allergy to nuts which could be life threatening.

Please do not send items which contain nuts or nut products to school or the Out of School Care for children's snacks or lunches or party food such as:

1. Peanut butter sandwiches
2. Nut snacks
3. Nutella
4. Muesli Bars, health bars and biscuits containing nuts

Your assistance is appreciated in this matter for the health and well-being of our students.

INFECTIOUS DISEASES

Good health is vital to developmental progress. However, in the event that your child contracts one of the common childhood diseases (eg. Chickenpox), it is essential that parents make every effort to ensure that a child suffering from the symptoms, retaining infection or convalescing from the disease, does not attend school.

RECOMMENDED MINIMUM EXCLUSION PERIODS FROM SCHOOL

(The following are correct at time of publishing but are subject to change from medical authorities.)

Chickenpox (Varicella): A common, acute, viral infection. Symptoms include fever, fatigue, and a generalised rash characterised by small vesicles (blisters) that rupture to form crusts.

Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts. Child may return to school on presentation of medical certificate advising no longer infectious.

Infectious Hepatitis: *An acute, viral infection of the liver. Symptoms include malaise, abdominal pain, loss of appetite, nausea, fever, jaundice, dark urine and pale faeces.*

Exclude child from school until certified well by a doctor.

Measles: *A highly infectious, uncommon, acute, viral infection. Symptoms include lethargy, malaise, cough, sore and swollen eyes and nasal passages, fever and rash. Must be confirmed with laboratory testing.*

Exclude from school for at least 4 days after the onset of rash. Re-admit on medical certificate of recovery.

Rubella (German Measles): *An uncommon, viral disease. Symptoms include fever, sore eyes, swollen glands (especially behind the ears), generalised rash.*

Exclude from school for at least 4 days after onset of rash. Re-admit on medical certificate of recovery.

Pertussis (Whooping Cough): *A highly contagious, acute, respiratory, bacterial infection.*

Exclude from school until 5 days after an appropriate antibiotic treatment or for at least 21 days from the onset of coughing. Re-admit on medical certificate of recovery.

Influenza: *A common, acute, respiratory, viral infection. Symptoms include fever, malaise, chills, headache, muscle pain, sore throat and cough.*

Exclude from school until symptoms resolved. Re-admit on medical certificate.

Impetigo (School Sores): *A common, acute, bacterial infection of the skin caused by staphylococcal or streptococcal bacteria. Symptoms include itchy pustules and scabs.*

Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing. Re-admit if under medical treatment.

Conjunctivitis: *A common, acute, viral or bacterial infection of the eyes. Symptoms include sore, itchy eyes and discharge.*

Exclude until discharge from eyes has ceased.

Ringworm (Tinea): *A common, fungal infection of the skin usually affects the scalp, skin, fingers, toenails and feet.*

Exclude until person has received anti-fungal treatment for 24 hours.

Head Lice: *A common, parasitic infestation of the scalp hair. Symptoms include scratching and the presence of 'nits' (eggs) and lice in the scalp hair.*

Exclude until after treatment has commenced and live lice removed. Parents are encouraged to check their child's hair weekly.

Scabies: *An uncommon, acute, parasitic infection, caused by a mite which burrows beneath the surface of the skin. Symptoms include intense itching between the fingers or on the wrists, elbows, armpits, buttocks and genitalia.*

Exclude until the day after treatment has commenced.

SCHOOL FEES

The School Board, in consultation with the Catholic Education Commission, set the fee structures for families attending the school. The fees assist in the operations of the school and make up the difference between Government funding and the actual costs of education. The fees are adjusted as the need arises, this usually being under the direction of the CEO.

Individual and family fee structures are in place. These include yearly tuition fees, amenity fees and a building levy. There is a P & F levy that is collected by the P & F.

Current Tuition Fee Schedules are available from the school office and may be subject to change.

HEALTH CARE AND PENSIONER CARDS DISCOUNT

Presentation of current means tested Health Care and Pensioner Concession Cards will enable a family to be discounted to:

\$300.00 per annum for Kindergarten to Year 6 students.

Discount applies to Tuition Fees and Amenities Fees.

To access the discount, parents/guardians will need to show a valid Health Care Card or eligible Pensioner Concession Card (PPS) and complete an application form at the school office. A second check may be requested later in the year. A new application must be made each new school year and every time your card is renewed, together with presentation of the current card.

AMENITIES FEE

Amenities Fees are charged annually per student from Kindergarten to Year 6. For 2020, the Amenities Fee will include the following:

Amenities	\$255.00
IT Levy	\$170.00
Excursion Levy	\$30.00
Insurance	\$15.00
TOTAL	\$470.00

Sacramental Programs, Year 6 Camp and Year 6 Graduation Excursion are not included in this fee.

INFORMATION COMMUNICATION TECHNOLOGY (ICT) FEE

The annual ICT Fee of \$170.00 per student from Kindergarten to Year 6 covers Mathletics along with Information Technology costs (included in Amenities Fees).

FAMILY BASED FEE

The Building Fund and P & F Levies are \$386.00 per family annually.

STUDENT INSURANCE FEE

The annual Student Insurance Fee is \$15.00 per student and is for 24 hour cover with a \$200,000.00 maximum (included in Amenities Fees).

SWIMMING

Swimming lessons are \$105.00 per student from Pre-Primary to Year 6. The school continues to subsidise the cost of the swimming program.

METHOD OF PAYMENT

School fees are payable within 14 days of receipt of the account and by a set date each term. If these arrangements cannot be met, the family can negotiate other options for payment with the Principal.

DIRECT DEBIT

School fees and Out of School Care fees can be paid from your bank account directly to the school. Advantages for you are - regular small payments, no cheque or postage fees, no bank transfer fees and simple one-off processing. Forms to commence Direct Debit are available from the school office.

Families experiencing hardship are invited to approach the Principal to discuss their circumstances and to arrange mutually satisfactory terms for payment. **Requests for special terms must be negotiated each year.**

EFTPOS FACILITY

This service is available for parents to have the ability to pay for some goods and services such as school fees, uniforms, camps and music lessons using:

- Debit cards issued by institutions participating in the EFTPOS scheme.
- MasterCard and Visa

SCHOOL UNIFORM POLICY

General Guidelines

- ***Personal Appearance***

All members of the school community have the right to enjoy, benefit from and maintain the good reputation of the school. Students have the responsibility to wear the school uniform correctly and neatly and to behave in such a way that the community will respect the school.

- ***Grooming***

Hair should be clean, neat and tidy. Students should have their hair back from their face.

Long hair is required to be tied back firmly.

Extreme styles are not permitted.

Any trims used in the hair must be plain, simple and yellow gold in colour.

Make up and nail polish must not be worn with the school uniform. Presentation must, at all times, be of the highest standard e.g. clothing must be clean and ironed; shoes polished; shirts tucked in.

- ***Permitted Jewellery***

Students may wear one neck chain (gold or silver) with a cross or religious medal and a watch, all of good quality, plain and simple in style only.

Students are permitted to wear one earring in the lobe of each ear. Only small, fine sleepers and studs are allowed to be worn in gold or silver.

Procedures

- When a child is out of uniform, the class teacher will address the matter with the child.
- The class teacher will check to see the reasons for being out of uniform.
- If the same aspect of uniform remains a problem, parent contact will occur.
- If this remains a problem, referral to the Principal will occur.

In addressing the area of concern, the Principal will attempt to clarify the reason for a child being out of uniform. As stated, the Uniform Shop will assist any family in financial need.

The Principal reserves the right to exclude a student from school functions and activities until all items of grooming and uniform are in keeping with the school's requirements in these regards.

Tracksuit Top: This is part of the sports uniform only and is not to be worn with the summer or winter uniform.

Hair Accessories: Only yellow gold coloured hair accessories are to be worn; these are to be plain and simple in style. A selection is available from the Uniform Shop.

Parkas / Raincoats: These do not form part of the school uniform but can be worn to and from school and at recess and lunch times during the very cold/wet weather. Parkas should be plain and blend in colour with the uniform.

On the occasional cold day in Terms 1 and 4, children may wear their full, correct winter uniform, as opposed to their full, correct summer uniform. A mixture of both should not be worn.

Hats: School hats are compulsory and must be worn when outside.

Shoe Requirements: A list of acceptable styles is available in the Uniform Shop.

- **Black Shoes** – Plain, traditional, leather, black lace up shoes are to be worn by both girls and boys with the summer and winter uniform.

Unsuitable are: heels, platforms, “fashion” styles, patent leather, boots and sneakers.

- **Brown Sandals** – Plain, traditional, school style with a closed in back or a back strap sandal in various colours of brown can be worn as an option by both girls and boys with the summer uniform only. No socks should be worn with the sandals.

Unsuitable are: heels, “fashion” styles and decorations.

- **White Sneakers** - All white or predominantly white sneakers with white laces are to be worn by both girls and boys with the sports uniform only.

Dress and Shorts Length Requirements: Girls' dresses need to be suitable in length – (worn at knee length). Modesty prevails.

Boys' shorts need to be suitable in length. No "fashion" styles.

Uniform Shop:

Santa Clara School Uniform Shop uses Quickcliq, an online ordering system.

Hours: Wednesday 8:20am – 9:20am

Location: Under the main roof of the Kindergarten

ZONES, PARKING & STUDENT SAFETY

STUDENT DROP-OFF AND PICK-UP ZONES

Kindergarten and Pre-Primary students are collected from their classes by a parent or guardian. Teachers must be informed if any changes are made to the person collecting your child from school.

Coolgardie and Palmerston Streets may be used for drop-off and pick up in the mornings and afternoons. **Please do not leave your vehicles in the drive through areas.**

Children whose parents wish to drive through and pick them up will wait at the Coolgardie Street entrance with teacher supervision.

Procedure:

1. The area marked for Student Drop-off and Pick-up is a NO PARKING zone.
2. Parents who wish to pick up their children will only be able to collect them from the area marked PICK UP.
3. Remain in your vehicle and proceed to the PICK UP AREA and your child/children will be directed to your car.
4. If you arrive at the PICK UP AREA and your child is not there, you will need to DRIVE AROUND THE BLOCK.
5. In wet weather, the children will wait in the covered area outside the Admin office.

Reminders:

1. NO U-turns or three point turns in the area of the Student Drop-off and Pick-up Zone.
2. No double parking to collect students.
3. No collection of students unless you are at the PICK UP AREA.
4. Children will not be allowed to cross Coolgardie Street without parental supervision unless walking home.

PARKING

Limited space is available. For the safety of all children, parents are requested not to double park or park across the road.

If parents intend to leave their vehicles for any reason – please observe the Parking Signs in the streets.

Please observe courteous driving requirements and do not obstruct driveways.

SAFETY

Children should be collected on time. In exceptional circumstances where parents are late to collect their child, parents must contact the school office. Frequent parental instructions on dealing with approaches by strangers is advised for children of all ages.

STUDENT SUPERVISION DURING SCHOOL HOURS

Teachers have a legal responsibility to supervise and care for the school children. A Duty of Care Policy is laid out under the terms and conditions of the teacher's employment. Students who are marked present on the school roll are supervised in both the classroom and the playground, during school hours.

The school gates are opened at 8:25am and children are to have left the premises by 3:20pm unless they are involved in extra curricula activities.

The responsibility of supervision outside of these hours remains with the parents. After school hours and during weekends, students are not permitted in the school grounds to play as this is then termed as trespassing and legal formalities can be implemented. If a student is with their parents on the school

premises, out of school hours, the Parents are responsible for the care and safety of the child.

CURRICULUM – POLICY AND PROCEDURES

This section of the Parent handbook is to assist families in understanding some of the rationales and procedures that the staff endeavour to employ in their teaching and student learning. The policies are working documents that the teachers begin to work with and then formalise. These policies are reviewed on a continual basis when teaching methods and student learning are under discussion.

There are occasions when the students and the parents have input into some of the policy making. Most often parent input comes from issues discussed at parent/teacher meetings.

- **Religion Lessons**

Religion Lessons are taught by using the Catholic Education Religion Guideline of Western Australia.

The units of work are by way of topics and use Gospel stories, prayer, reflection, daily life experiences, songs, drama and Catholic beliefs in their teaching and learning experiences for the children.

- **Rites and Rituals**

Church seasonal events are celebrated throughout the school, often by Mass or Prayer Gatherings. The major feast days are also celebrated through prayer and class activities. Classes often visit the church to reflect and learn about prayer and procedures of the Mass. School Masses are held at various times which are advertised on the school calendar and in the newsletter.

- **Sacramental Programme**

Baptised Catholics in Year 3 are eligible to receive the Sacrament of Reconciliation.

Baptised Catholics in Year 4 are eligible to receive the Sacrament of the Holy Eucharist.

Baptised Catholics in Year 6 are eligible to receive the Sacrament Confirmation.

Baptism can be received at any time. This is to be in consultation with the Parish Priest. Children are unable to receive any sacraments until they are baptised into the Catholic faith.

Parents are involved in the preparation of their child for the sacraments. The preparation is held during the evenings with friends, family and parishioners being involved if they wish.

SCHOOL REPORTS

- ***Formal School Reports*** are accessed online at the end of each semester (end of Terms 2 & 4) through Seqta Engage.
- ***Ongoing Reporting*** is encouraged at all times so that a consistent appraisal of a child's learning can be seen.

Reporting

- A variety of reporting methods are to be used to explain a child's education and personal well-being.
- Reporting is recommended to be held in a formal manner but there are occasions when parents wish to raise an issue in an informal manner.
- Formal and informal approaches of reporting are acceptable. If an issue appears to be requiring more in-depth discussion, it may often be necessary to suggest to the parent that a formal meeting time be established. This is to provide quality time to the parent to discuss issues about their child's progress.
- All discussions and meetings are to be documented and kept in the appropriate filing system.
- A follow-up time is made with the parent to discuss further achievements or steps to assist the child at school.

Reporting Procedures: A formal written report is set up online for parents to access at the end of each semester through Seqta Engage. These reports are designed to give an indication as to what a child is able to do, based on work skills, and attitudes displayed throughout a semester.

It is imperative that these reports do not stand alone in regards to a child's progress.

Parent / Teacher Discussions: It is part of the school's reporting policy that teachers meet with each parent twice each year. This is to keep the parent informed about their child's progress. The meeting is to be documented and may take a variety of structures. The more formal approach to parent meetings is to be carried out as documents following this policy.

Individual Education Programmes (IEPs): This form of report and documentation is for students receiving special needs support. Parents are to be invited into the class on a regular basis to review the progress of the student.

SANTA CLARA SCHOOL
ST JAMES





Santa Clara School

WE WILL INSPIRE

CREATIVITY • CARING • RESILIENCE • COURAGE • TRUTH

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