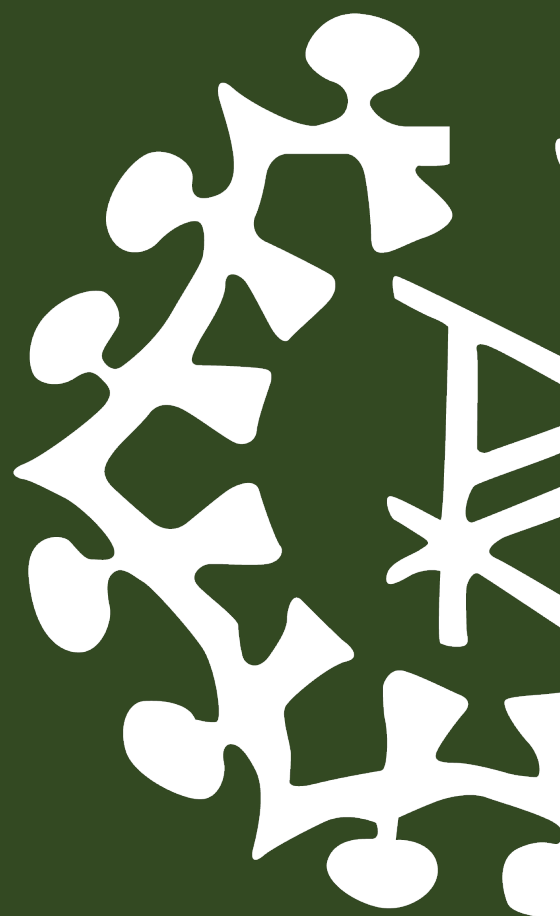


# St Jude's Catholic Primary School

## 2023 Parent Handbook



### **St Jude's School Vision**

St Jude's School is a caring Catholic Community.  
Through education of the whole person that has Christ as its foundation  
We strive to develop and affirm each child's talents and qualities.

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# Welcome to St Jude's Catholic Primary School

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

## Term Dates

### TERM ONE

Students return	Wednesday, 1 February
Labour Day Holiday	Monday, 6 March
Pupil Free Day	Monday, 7 March
Students finish	Thursday, 6 April

### TERM TWO

Pupil Free Day	Monday, 24 April
Anzac Day Holiday	Tuesday, 25 April
Pupil Free Day	Wednesday, 26 April
Students return	Thursday, 27 April
WA Day Holiday	Monday, 5 June
Students finish	Friday, 30 June

### TERM THREE

Pupil Free Day	Monday, 17 July
Students return	Tuesday, 18 July
Students finish	Friday, 22 September

### TERM FOUR

Students return	Monday, 9 October
Pupil Free Day	Monday, 6 November
Students finish	Friday, 8 December
Teachers finish	Friday, 15 December

## Our School

Welcome to St Jude's Catholic School, Langford!

Our school has a rich and proud history which began on 29 April 1979. Father Byrne, the Parish Priest at this time, had a vision of developing a Catholic school in Langford and, through his leadership and support of a dedicated team of parishioners, the school was officially opened on this date.

Sr Maura, a Mercy Sister, was appointed as the foundation Principal. Due to her guidance, our school still celebrates the Mercy traditions today, particularly as we strive to live out the values of compassion, excellence, hospitality, justice and respect.

St Jude's Catholic School is vibrant and progressive, catering for students from 3-Year-Old Kindy to Year 6. We are proud to be an important part of a community that works together to ensure that our staff and students are challenged to reach their full potential in a Catholic context.

The information contained in this handbook seeks to give you some insight into the operation of our school. We encourage you to visit our website at [www.stjudes.wa.edu.au](http://www.stjudes.wa.edu.au) and our Facebook page @stjcps for more information. Please note that the term 'parents' used throughout the handbook refers to parents, caregivers and guardians.

I trust that you will enjoy your time in our beautiful school!

Carmel Costin

Principal

# Code of Conduct

The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students at St Jude's. The Code applies to staff, students, volunteers, parents and guardians as applicable.

In cases of conflict between parts of the Code, between the Code and other school policies, or in any decision making choices, priority will be given to the outcome that will be in the best interests of the safety and well-being of the child. If you are a parent, volunteer or visitor, the Principal may take such action as is appropriate in your circumstances to maintain the safety and well-being of students.

## Conduct Statements

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school 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 school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school 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 allow students to have a voice in their education, safety and well-being.

## 2023 Staff

The Principal, together and in partnership with the staff, is responsible for the daily operation of the school and for establishing and implementing the educational policies of St Jude's school. Specific problems relating to individual children's learning difficulties should be addressed to the teacher concerned before making an appointment with the Assistant Principals or Principal. The Parish Priest is the Bishop's representative and, as such, he supports the school and maintains very close contact and communication.

<b>Principal</b>	Carmel Costin		
<b>Assistant Principals</b>	Graham Maher (RE)		
	Kristy Madafferi (Admin)		
<b>Secretary</b>	Arlene Dique		
<b>Finance Officer</b>	Joleen Scott		
<b>Chaplain</b>	Sister Sandra Smolinski		
	<b>Teacher(s)</b>	<b>Education Assistants</b>	
<b>3 Year Old Kindy</b>	Jade Tiddy	Leanne Consedine	
<b>Kindy</b>	Lu Lambert	Lily Ty & Leanne Consedine	
<b>Pre-Primary</b>	Elle Fonseca	Taylah Cochrane	
<b>Year 1</b>	Gaylor Murray & Lu Lambert	Sharon McFarlane	
<b>Year 2</b>	Claire Wilson	Jane Grupillo	
<b>Year 3</b>	Sam Throssell	Alison Ludlow	
<b>Year 4</b>	Chantal Parry	Jackie Edwards	
<b>Year 5</b>	Jessica Richter		
<b>Year 6</b>	Graham Maher & Sabrina Bailey		
<b>STEM</b>	Bruce White		
<b>Phys Ed</b>	Bruce White		
<b>Art</b>	Linda Raj		
<b>Japanese</b>	Mariko Waghorn		
<b>Music</b>	Gaylor Murray		
<b>Support</b>	Kristy Madafferi	Justine Throssell	
	Jeanne Figredo		
<b>Uniform Shop</b>	Linda Aldworth	<b>Canteen</b>	Lily Ty

## Faith Development

At St Jude's we are committed to fostering a total faith and life development, showing tolerance and respect, where children will grow to their full potential and recognise their self-worth.

Students are involved in prayer assemblies, Liturgies of the Word and Liturgies. Parents can support their child's faith development by attending Sunday Eucharist regularly.

## St Jude's Parish

<b>Parish Priest:</b>	Fr Terry Raj
<b>Phone No:</b>	9458 1946
<b>Address:</b>	20 Prendiville Drive Langford WA 6147

## Sacramental Program

The following Sacraments are conferred on baptised Catholic students from the school and parish:

Year 3	Reconciliation
Year 4	First Communion
Year 6	Confirmation

## Children's Liturgy

St Jude's school supports the Langford/Lynwood Parish by coordinating Children's Liturgy. Children's liturgy classes take place at St Jude's Church on most Sunday mornings, at the 9am Mass, during school terms for children aged 4 – 9 years. Children are led through a reading of the day's Gospel and then partake in conversations and short activities relevant to the weekly readings. Children's Liturgy is run by volunteers from the school and Parish who hold a Working with Children Card. If you would like to be involved in leading the classes, please contact our office or Father Terry. No experience is necessary, training will be provided, and the weekly lesson is organised for you.



## School Advisory Council

The School Advisory Council meets each Term to advise the Principal on decision-making matters to meet the present and future needs of students, while actively promoting and supporting the Catholic ethos of the school.

Council members are elected by the parent body at the Annual Community Meeting, which is held in November each year. At this meeting, a report on the School Advisory Council's activities and the next year's budget are presented. All parents and interested community members are invited to attend this meeting, and you are encouraged to consider serving on the Council as a way of supporting the school.

Members would be interested to hear from you on matters within their area of responsibility. However, concerns and ideas about school educational programs, student and management matters should be addressed to the class teacher or the Principal.

### Council Members

Mr Con Sgro  
Mr Mark Duchesne  
Mr Amit Jain  
Mrs Bina Jesuraj  
Ms Alison Pano  
Mr Shane Ballingall

### Ex Officio Members

Mrs Carmel Costin (Principal)  
Father Terry Raj (Parish Priest)

### FOSJ Representative

T.B.A.

### Co-opted members

Mr Graham Maher (Assistant Principal)  
Mrs Kristy Madafferi (Assistant Principal)

## Friends of St Jude Committee – FOSJ

Every parent of St Jude's school is a member of the Friends of St Jude's. The FOSJ makes an important contribution to the development of our community spirit. FOSJ is our fundraising body and in addition to fundraising, they organise social events for students and parents. Meetings are currently held twice a term, with the upcoming meeting time and date being advertised in the weekly newsletter.

The objectives of the FOSJ Committee are:

- To develop community within the school
- To promote closer liaison between the school and community
- To foster community interest in education
- To assist in the provision of school amenities and resources
- To work closely with the school Principal to achieve common goals

Our FOSJ activities are organised by a core group of volunteers nominated at the Annual Community Meeting in November each year. You do not need to be one of the elected members to attend any meetings or assist with any activities held throughout the school year.

Committee Members      Ms Jasmyne Doherty  
                                     Mrs Renae Minjoot  
                                     Mrs Mema Apar  
                                     Mrs Jenny Hodges  
                                     Mrs Rebekah Ballingall

### FOSJ Class Representatives:

A Class Rep is a parent from a particular class who assists the FOSJ to communicate effectively with families and the classroom teacher. A Class Rep is entrusted to be a positive role model around the school, by communicating respectfully to parents in your class, keeping them informed of what is going on at a FOSJ level, motivating them to support FOSJ initiatives, to get involved in social gatherings with fellow class parents and so on. Parents will be informed at the beginning of every school year as to who has elected to be their Class Rep.

**PLEASE CONSIDER ASSISTING OUR FOSJ - MANY HANDS MAKE LIGHT WORK!**

## School Times

Kindergarten	Tuesday	8.40 am to 3.00 pm
	Thursday	8.40 am to 3.00 pm
	Friday	8.40 am to 3.00 pm
Pre Primary	Monday to Friday	8.35 am to 3.00 pm
Primary	Classrooms open	8.30am
	First Bell	8.35 am
	Second Bell	8.40 am
	End of Day Bell	3.00 pm
	Recess	10.40 am to 11.00 am
	Lunch	12.40 pm to 1.20 pm

**Children should arrive between 8.15 - 8.30 am**

### **Please Note:**

- Supervision is provided from 8.15 am to 8.30 am each morning in the covered area adjacent to the Office.
- Students must be seated until the duty teacher arrives. The duty teacher may supervise students on the oval and they will be dismissed at 8.30 am. The students will then walk to their classrooms.

## Office Hours

Open each school day from 8.00 am to 4.00 pm.

## Uniform Shop Hours

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

## Developmental Learning

People are different. They look different, sound different and behave differently. Despite this, there is a common pattern of growth and development that can be traced through life. Parents know and expect that their babies will achieve a range of developmental milestones, such as crawling and walking. Each milestone is a positive sign of growth and development. Some children do everything according to “the book”. Some take longer than others and some miss a milestone here or there; for instance, we know some children never crawl. Overall, however, the pattern of development follows a fairly predictable course.

### The Philosophy and Basic Principles of Learning

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

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

### Raising Student Performance

St Jude’s adheres strongly to a set of beliefs and values about raising student performance across the school.

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

Our focus begins where the students are and then we equip teachers with a repertoire of teaching strategies that enable them to be sensitive to student needs and plan for instruction.

At the heart of this initiative are structured learning times, which allow teachers to put these teaching strategies in place such as our Literacy Dedicated Blocks.

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

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

### ***Data informs our Instruction***

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

### ***The curriculum should be student centred***

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

### ***Collaborative environments are essential for learning***

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

## **Curriculum**

### **Western Australian Curriculum**

Under the implementation requirements of the Western Australian Curriculum, St Jude's has provided resources and professional development opportunities to staff across all aspects of the curriculum to support them in the curriculum implementation.

There are 9 learning areas at St Jude's:

## Religious Education

Our Religious Education program is our first Learning Area and is based upon the Religious Education Units of Work as set down by the Catholic Education Office Western Australia (CEWA). We are committed to fostering a sharing of our faith through life experience, showing tolerance and respect, where children will grow to their full potential and recognise their self-worth.

This program:

- Is developmental from Kindy to Year 6
- Is based on sharing faith through life experience
- Is Christ-centred and aims to Make Jesus Real (MJR)
- Focuses on the unconditional love of God
- Makes Religious Education part of the daily lives of the children
- Emphasises the importance of a vital, caring and loving atmosphere where children can become the people God wants them to be
- Stresses the place of the Eucharist and the whole sacramental life of the Church

We report on the learning achievements in Religious Education for students from Pre-Primary to Year Six. We also present opportunities for whole-school Liturgical celebrations, school Masses, Parish Priest visits, Christian Service, and Liturgical Singing.

Children are encouraged to actively participate during Liturgies by singing, reading, carrying the offertory gifts or serving. All family members and the community are encouraged to attend.

## English

The English program within the school focuses on Reading, Writing, Viewing, Listening and Speaking. A broad range of assessment and monitoring strategies is used to track students' literacy attainment. An individual literacy program is provided to focus on areas of need for those children requiring extension or with identified difficulties.

Students in Years Three and Five take part in the National Assessment Program for Literacy and Numeracy (NAPLAN). This is designed to measure overall Literacy and Numeracy skills. The Early Entry Assessment in Pre-Primary and the EYLND collection in Years One and Two are also conducted. Our staff have completed additional training to cater for students for whom English is an additional language or dialect (EAL/D). These students are assessed, monitored and reported against the EAL/D Progress Maps.

## **Mathematics**

Our whole school approach to Mathematics is through the WA Curriculum aligned Signpost Maths Program. Continuous mentoring and feedback to staff on high impact teaching strategies (HITs) is fostered through our 'Building Teacher Capacity' programme.

## **Physical Education and Health**

Children from Pre-Primary to Year 6 receive weekly lessons from our specialist Physical Education teacher that focus primarily on the development of sports skills. The Physical Education programme also includes school sports carnivals, interschool sports carnivals and other interschool team events. The focus of the sports programme is on participation and skill development, rather than competition.

## **The Arts**

St Jude's provide opportunities for students to explore a wide variety of content in 'The Arts' learning area. Students participate in Music (PP-3) and Drama (4-6) lessons each week with a specialist teacher. PP to Year 6 students also participate in weekly specialist Visual Arts lessons. Students have the opportunity to join the school choir, participate in Performing Arts and take part in school incursions based upon this learning area. In addition, the school choir take part in the 'One Big Voice' Festival, sing at nursing homes and all children perform at assemblies and the end of year Christmas Concert.

## **STEM**

Students in PP to Year 6 participate in specialist STEM classes each week, encompassing Science, Design Technology and Mathematics.

## **Digital Technologies**

The Digital technology learning area is taught and integrated into classroom learning opportunities. A 1:1 iPad program is offered to all students from Years 1 – 6, with class sets in Kindy and Pre-Primary.

## **HASS**

Students develop understandings of how and why individuals and groups live together, interact with and within their environment, manage resources and create institutions and systems. Students further understand that over time these relationships and interactions may change to varying degrees. An inquiry model of learning is often a key component in this Learning Area.

## LOTE

Language learning and cultural understandings are a key focus and, where possible, they are integrated across the curriculum. St Jude's offers Japanese to all students. Pre-Primary access their Japanese learning through the ELLA Program.

## NQS and Early Years Learning

St Jude's Catholic school Early Years philosophy is based on the Early Years Learning Framework 'Belonging, Being and Becoming', the Australian Curriculum, Western Australian Curriculum, Kindergarten Guidelines, Religious Education Guidelines and the Kath Walker approach. We endeavour to reflect the principles of the Early Years Learning Framework and our school Mercy values in our educational practice.

Teachers plan meaningful learning experiences in harmony with our philosophy as they consider several aspects, including the readiness of the child, the cultural context and curriculum requirements at each developmental stage that will assist students to become lifelong learners.

## Child Protection

St Jude's has adopted the **Keeping Safe: Child Protection Curriculum** as our Protective Behaviours curriculum. All staff have completed Mandatory Reporting training and our teachers are designated Mandatory Reporters by law. Parents will be provided with information about the Keeping Safe program via our Parent Information Meetings at the start of each school year and through our class overviews, provided each Term.

## Education Support and Enrichment

A range of programs are provided to support children who are experiencing learning difficulties or would benefit from further extending their learning in Literacy and Numeracy. Ongoing monitoring ensures that all support and extension is provided at the point of need. The provision of MultiLit, individual and small group Guided Reading Instruction and EAL/D Language Experience programs supplement the classroom learning programs. Students are invited to join the enrichment program following standardised testing at the beginning of each year. Parents will be notified if students are identified for either our support or enrichment programs.



## Assessment and Reporting

Staff are committed to providing quality information to students and parents and using assessments as a means to inform their teaching-learning programmes. Parents are always welcome in the classrooms to discuss progress and view students work and workbooks. Teachers are available to meet with parents informally and formally throughout the year as required. Some formal reporting opportunities include:

- |                                       |                        |
|---------------------------------------|------------------------|
| • Parent Teacher Information Sessions | Beginning of each year |
| • Parent Teacher Interviews           | End of Term 1          |
| • Interim Report                      | End of Term 2          |
| • End of Year Report                  | End of Term 4          |

## Important Information

### Absences

The school MUST be notified by 9.30 am when a student is absent from class on any given day. This can be done in a number of ways which include:

- Calling the school absentee line on 9251 3000 (option 2) and leaving details of your child's absence
- Using the absentee link on the school website
- Sending an email from a parent/caregivers email account
- In person by filling in the appropriate form in the school office
- In writing by supplying the school with an absentee note or letter

### Afterschool Care

'Extend' afterschool care will commence at St Jude's on Wednesday 1 February from 3:15 pm – 6:00 pm. Parents/Caregivers who would like to take advantage of this service are required to register at:

<https://www.extend.com.au/school/st-judes-catholic-primary-school/>

### Annual Community Meeting

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

## Appointments

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

## Arrivals

Children should arrive by 8.30am to prepare for class. Students who arrive after 8.40am must report to the school office and complete the 'Late Arrival At school' form.

## After School Pick Up

To improve the safety and efficiency of After-School Pick-up the procedures are listed below:

### 1. Kiss and Drop

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

This is a Kiss and Drop only. Drivers must not leave their vehicles or stop to await children who are not in the appointed spot. Drivers awaiting their pick-up turn are asked not to block the driveways of nearby residents. **Patience and courtesy are essential in this area – the safety of every child is our number one priority.**

### 2. Church Carpark

Adults meet children inside the school gate and walk together to the Church car park. Children not collected will be walked to the Hall to be supervised. At 3.10pm all children remaining will be seated outside the office. **Children are NOT to walk to the Church car park and wait for their parents.**

- Drivers park their cars in the marked bays at the rear and front of St Jude's Church. **No parking** in 'senior' bays or the marked area in front of the Church entrance.
- Adults walk down to the school and pick up their children from inside the school gate.

- Adults safely escort their children back through the car park.
- Cars moving through the car park should follow the entry and exit via directional arrows and **drive slowly** – watch out for pedestrians!

### **3. Independent Walk or Ride**

If you are confident that your child can safely undertake the journey to and from school unescorted on foot or by bicycle then this method may be for you.

- Parents notify the school in writing indicating their intention for their child to travel unescorted to and from school. Children will then leave the school grounds alone after school to undertake their journey home.
- Please note: Children walking or bicycling to and from school do so at their parent's responsibility. Parents are asked to consider this seriously before making this decision. We cannot take responsibility for escorting children down the street or across roads.

### **4. Late Pick-Up**

If you are unexpectedly delayed, phone the school.

### **5. Early Pick-Up**

If you need to collect your child early from school, for example, to attend a dental or medical appointment, please sign the child out through the Office using SEQTA Kiosk. You will be given a 'Free to Go' form that should be handed to the teacher.

The main car park next to the Administration area contains a disabled bay and two visitors' bays. These are left for short term visitors to our school eg. psychologists, visiting teachers, etc.

Parents who are picking up a child to go to an appointment may park their car in one of these bays, should they be available.

### **Assemblies and Awards**

Whole school assemblies are held for children every Monday in the Hall. This is generally a short welcome to the week where we do our Gospel reading and MJR get together, detailing the events of the week, birthdays, Mercy and Gotcha Awards.

Class presentation assemblies are scheduled on some Fridays at 8.45am in the Hall. These dates are noted in the Term Calendar.

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

### Attendance

Students are required to attend school unless they are ill. This includes days for which special events are planned, such as camps or sports days. It is a legal requirement that written notes must be sent to the class teacher after absences. An absentee link is available on our website. Student attendance at school is a requirement of the Education Act. Excessive and unexplained absences will be followed up with parents and relevant authorities.

### Bicycle Riders

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

### Booklists

Booklists are issued at the end of the school year for the following year and can also be found on our website under the 'Enrolment' tab. Orders are taken and materials collected by parents from Campion Education or the school on a designated date before the new school year starts. Many materials can be used from the previous year if kept in good condition.

### Term Calendar

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

### Canteen

The Canteen operates on **MONDAY** and **WEDNESDAY**. This service is available for recess purchases and lunch orders. Written lunch orders on lunch order bags with money are placed in class baskets in the morning. We are now a Waste wise school and ordering is preferred through our re-useable lunch bags (available from Office). Children who have forgotten their lunch order will be given a sandwich and parents billed. **Credit will not be given** to children so please ensure the correct amount is enclosed. A modified menu is offered for students in K/PP.

### **Children's Valuables**

Toys and games should not be brought to school. No responsibility can be taken by staff for these. This includes electronic devices.

### **Communicable Diseases**

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

### **Communications**

General enquiries, absences, fee payment queries, please contact the school office on 6350 2500 (option 1). When the office is busy or closed, messages may be left on the answering machine.

At times, SEQTA SMS may be sent out to advise parents about important events or urgent notifications, please do not reply to these SMS as they are not monitored.

Classroom teachers will send important messages through Seesaw. This will be explained at the Parent Information Sessions at the beginning of the year.

### **Contacting Teachers**

Teachers are always happy to meet with parents who have queries or concerns about their children. The meetings must take place when the teachers are free of class responsibilities and can give matters their full attention. We ask that parents make appointments for these welcome discussions.

Teachers will be in class immediately before school to help children prepare for the day. Quick incidental information may be shared at this time. Parents might also use this time to make an appointment with the teacher. We ask that parents attend to 'housekeeping' (e.g. writing lunch orders etc.) before coming to the classroom.

### **Dental Care**

The FREE School Dental Service for students from Pre/primary to Year 6 is located at Bannister Creek Dental Therapy Centre, situated on the grounds of the Bannister Creek Primary School, Purley Crescent, Lynwood. Telephone 9451 1761.

## Enrolments

The school has an '*Enrolment Policy*' which is the basis for any enrolment. Please lodge enrolments for Four Year Old Kindergarten and Five Year Old Pre Primary by 31st May of the preceding year.

When enrolling students, please provide your child's Birth Certificate, Baptism Certificate and current immunisation records. A non-refundable \$20 application fee is due at this time. A Holding fee of \$50.00 is payable on acceptance of the offer, which is then deducted from first term fees.

The school also offers a 3-Year-Old Kindy Program which children may attend after their 3<sup>rd</sup> Birthday. Further information is available from the office.

## Extended Learning Activities: Excursions/Incursions

Excursions are offered to enhance the curriculum. It is the school's policy that parents are advised, in writing, of all excursions. Parents are not required to sign a permission slip. Excursions and Incursions are an essential ingredient in maximising children's learning.

## Food (Healthy Recess and Lunches)

It is highly recommended that children **bring healthy food to school**. Chips, lollies etc. are discouraged and parents will be contacted if these types of snacks are consistently sent to school. Children can function better and enjoy school when healthy and nutritional food is provided.

Please note that St Jude's is an **Asthma Friendly and Allergy Aware School**. We have these policies in place to cater for students with these conditions. Please adhere to being NUT FREE for the safety of all students.

## Free Dress

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

## Guidance Service

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

## **Homework**

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

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

Homework tasks may be set daily or on a weekly or fortnightly basis with tasks set on Mondays and presented on Friday mornings. Work not completed in class time may also be sent home for completion.

Homework may:

- Consist of daily reading to, with and by parents or older siblings
- Be an extension of classwork – practising skills or gathering extra information or materials.
- Include daily practice of mental computation skills.
- Require parents to sign dairies, homework or any other form of classroom record keeping.

It is hoped that parents will support homework by:

- Providing time and space so that homework can be completed satisfactorily.
- Taking an active interest in children's homework by encouraging, guiding and advising them.
- Contacting the teacher if homework is beyond the child's capacity to complete in a reasonable time.
- Signing the child's homework or diary if required.
- Monitoring their child's reading.

## **Holidays During School Terms**

Homework will not be set by the teacher if a student is away from school for an extended time due to family holiday trips. A package may be created for the student which could include journal writing, reading and some general Numeracy and Literacy revisionary exercises using our online programs. Parents should notify the Principal in writing if they are seeking to remove a child from school for this purpose.

### **Immunisation**

The Education Department and Public Health Department recommend every child being admitted to Kindy be fully immunised. You will be asked to produce a record of immunisation to the office. Please ensure that your child's immunisation is up to date.

### **Injuries**

Minor injuries are dealt with by the classroom teacher or office personnel. Parents will be contacted regarding more serious injuries. Medical assistance will be sought at the Principal's discretion if parents or caregivers cannot be contacted.

### **Insurance**

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

### **Late Arrivals**

Any child arriving after 8.40 am needs to sign in at the office using SEQTA Kiosk and take a 'Late For school Slip' to the class teacher. Late arrivals are recorded and may be Audited by Government officials. Patterns of late arrivals will be followed up with parents.

### **Library Bag**

All children must have and use a large library bag when they borrow books from the library.

### **Liturgies**

These are an important part of school life and parents are always welcome and encouraged to participate. Class and school Mass dates are given in the school calendar or notified via the class teacher or Term Planner.

### **Lost Property**

The lost property basket is located in the school office. Please check it regularly. Un-named items will be disposed of at the end of each year.

### **Managing Student Behaviour**

The school has a comprehensive Managing Student Behaviour Plan which is based on mutual support between home and school. This model is based around our Mercy and MJR values and the 1, 2, 3 Magic and Emotional Coaching principles. Rules and consequences are listed in our plan. St Jude's School is a "Non-Bullying Zone" and bullying behaviour of any sort will be dealt with and



followed up consistently. We expect the support of parents and caregivers in these instances.

Jesus tells us to love our neighbour as ourselves. By following our school rules we show we care for each other and our School. Our Code of Conduct underpins our whole school approach to behaviour management.

Aligning to the Code, we make our school a happy place because we:

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

### Marking Of Belongings

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

### Medication

If a child must receive medication at school, it will only be given if written and signed instructions are lodged with the office on a **"Request to Administer Medication Form"**, which can be obtained through our office. Children who need to use an Asthma medication puffer or require an EpiPen to be kept on their person are permitted to carry this with them. **ALL** other medication will be kept in the office, or the Pre-Primary/Kindy if required.

### Medical Emergency Action Plan

If your child has a condition that is potentially 'life-threatening', parents **MUST** obtain a **Medical Emergency Action Plan** form from the school office, complete it and return it to the Office.

### Messages

Teachers will provide parents with a preferred contact method at the Parent Information Session at the beginning of each year. During school time, messages can be left via the school office.

### Mobile Phones

If your child is travelling independently to and from school and you require them to carry a mobile phone, please advise the school in writing. The Mobile Phone must be left at the office during the day.

### **Money**

Children are discouraged from bringing large sums of spending money over and above lunch order money. Money sent for special collections must be sent in an envelope, clearly labelled with the child's name, class and purpose.

### **Newsletter**

The Newsletter is published weekly on Fridays. It is available on the school website: [www.stjudes.wa.edu.au](http://www.stjudes.wa.edu.au) and is sent home via email to all families at current email addresses.

### **Parent Involvement**

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

### **Parent/Teacher Information Sessions**

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

### **Reporting To Parents**

Student Workbooks and Seesaw notifications are sent home during each term so that student development during the year can be observed and monitored. Formal reports are sent home at the end of Term Two and Term Four. A parent-Teacher Interview, which all parents are expected to attend, and an Open Night also take place during the year.

### **Scholarships**

We offer a Scholarship Program which provides a substantial financial benefit to support families in our Parish community who desire a Catholic Education for their children. These are either full or partial scholarships. Please contact the Principal or Father Terry Raj to arrange an application form.

### **School Chaplain**

Sr Sandra Smolinski works with students at our school on Mondays and Tuesdays. Parents are welcome to contact Sr Sandra through the Office.

### **School Nurse**

The nurse visits the school regularly and can be contacted through the school office. The nurse can assist teachers and parents to make referrals for external services to assist children with their learning and development.

### **Sick Students**

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

### **Smoking**

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

### **Sports Days**

The sports days for all classes are advised at the beginning of the year. Children are to wear their coloured faction shirt and sports uniform on sports days.

St Jude's School Factions are:

Petry	-	Red
Mercy	-	Green
Foley	-	Blue

### **Student Information**

Student and parent contact information must be updated when any changes occur. Please notify the office at your earliest convenience.

### **Uniforms**

St Jude's Catholic School believes that the school uniform is an important part of the school's identity and that students should wear it with pride and distinction. Parents are asked to support the School Uniform Policy by ensuring that their child has the required uniform and that they wear the uniform neatly and correctly. It is a parent's responsibility to clearly label the child's uniform.

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

Agreement to adhere to the School Uniform Policy is a condition of enrolment. An out-of-uniform note will be sent home for children who are not consistently wearing the correct uniform. Parents will be asked to sign to acknowledge that they have received this note.

**Our Uniform Supplier is:**

St Jude's School Uniform Shop

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

**Boys' Summer Uniform Term 1 & 4**

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

**Girls' Summer Uniform Term 1 & 4**

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

**Boys' Winter Uniform Term 2 & 3**

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

**Girls' Winter Uniform Term 2 & 3**

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

## **Sports Uniform**

All students must have the approved school uniform, including sports shoes which must be predominantly white and low cut. Skate shoes are not permitted. Socks must be white ankle socks – not the very low sports socks.

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

## **Tracksuit Requirements**

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

### **Boys' Sports Uniform (PP to Year 6)**

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

### **Girls' Sports Uniform (PP to Yr 6)**

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

## Hair

To keep hair neat and tidy the following will apply:

- Hair is to be a natural style and colour
- Hair is to be well-groomed and off the face
- Hair is to be tied back if longer than shoulder length
- Ribbons, hair clips, elastic and headbands are to be plain dark green, black or yellow, or match faction shirt on sports days (these are our school colours)
- Short hair to be no shorter than a number 2
- Hair products, such as gel, are only to be used to assist with natural styling and care

## Hat

The school regulation hat is a compulsory item of the school uniform. We have a **'no hat, no play in the sun'** procedure for the whole school year. Hats are available from our Uniform Shop.

## Jewellery

- Watches are to be simple in both style and colour
- Earrings are to be either plain sleepers or studs
- A fine gold or silver chain may be worn if it carries a small religious symbol
- No other jewellery is permitted without the permission of the Principal

## Unmarked Clothing

All un-named lost property will be given to the Uniform Shop to sell as 'second-hand', if unclaimed at the end of each school year.

## Visitors To School During School Hours

All parents visiting the school must sign in at the office if they are visiting the classroom for volunteering/dropping off items etc.

All visitors to the Kindy classroom must sign in and out at the classroom, including parents engaging with activities between the morning and afternoon bell times.

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

## Fee Payment Options

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

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

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

### Financial Hardship

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

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

### Debt Recovery

The school does seek recovery of unpaid fees through a debt collection agency. Debt recovery costs will be added to the outstanding amount.

### Three-Year-Old Kindy Fees

A fee account is issued annually. However, full payment for each term is due by Week 5 of each term. Please note that 3-Year-old Kindy fees are not eligible for ANY discounts since this program is not Government funded.

### Health Care Card Holders

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

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

To access the Health Care Card Tuition Fee Discount Scheme parents/guardians will need to show a valid Health Care Card or Pensioner Concession Card and complete a simple form available at the office. Holders of cards **must bring in new cards ON EXPIRY** to continue to be entitled to the discount.

**Adjustments to the full fee account will be made if current cards are not provided on EXPIRY.**



## St Jude's Catholic Primary School 'Always Room for One More!'

### SUMMARY OF SCHOOL FEES AND CHARGES 2023

#### Pre-Primary – Year 6

FEES & LEVIES	PP – Year 6 1 <sup>st</sup> Child	PP – Year 6 2 <sup>nd</sup> Child 20% Discount	PP – Year 6 3 <sup>rd</sup> Child 40% Discount	PP – Year 6 4 <sup>th</sup> Child 100% Discount
Sibling Tuition Discount				
Tuition Fee	\$990	\$792	\$594	\$0
Amenities	\$88	\$88	\$88	\$88
Information Technology	\$70	\$70	\$70	\$70
Building Levy (per family)	\$198			
FOSJ Levy (per family)	\$66			
Year Book (per family)	\$17			
Extended Learning Expenses	Years 1- 6: \$215 PP no swimming: \$115	Years 1- 6: \$215 PP no swimming: \$115	Years 1- 6: \$215 PP no swimming: \$115	Years 1- 6: \$215 PP no swimming: \$115
<b>Total Fees &amp; Amenities Year 1-6</b>	<b>\$1,644</b>	<b>\$1,165</b>	<b>\$967</b>	<b>\$373</b>
<b>Total Fees &amp; Amenities Pre-Primary</b>	<b>\$1,544</b>	<b>\$1,095</b>	<b>\$870</b>	<b>\$195</b>

#### Kindy

	Kindy 1 <sup>st</sup> Child	Kindy 2 <sup>nd</sup> Child 20% Discount	Kindy 3 <sup>rd</sup> Child 40% Discount	Kindy 4 <sup>th</sup> Child 100% Discount
Tuition Fee	\$594	\$475.20	\$356.40	\$0
Amenities	\$120	\$120	\$120	\$120
IT	\$61	\$61	\$61	\$61
Building Levy	\$198			
FOSJ Levy	\$66			
Year Book	\$17			
Extended Learning Experiences	\$40	\$40	\$40	\$40
<b>Total Fees &amp; Amenities Kindy</b>	<b>\$1,081</b>	<b>\$681.20</b>	<b>\$562.40</b>	<b>\$206</b>

#### 3 Year Old Education Program

Payable per student	Per School Term
1 Child	\$300

## St Jude's Catholic Primary School 'Always Room for One More!'

### SUMMARY OF HEALTH CARE CARD FEES DISCOUNTS 2023

FEES & LEVIES WITH PCC/HCC	PP – Year 6 1 <sup>st</sup> Child	PP – Year 6 2 <sup>nd</sup> Child 20% Discount	PP – Year 6 3 <sup>rd</sup> Child 40% Discount	PP – Year 6 4 <sup>th</sup> Child 100% Discount
Sibling Tuition Discount				
Tuition Fee	\$300	\$240	\$180	\$0
Building Levy (per family)	\$90			
FOSJ Levy (per family)	\$66			
Year Book (per family)	\$17			
Extended Learning Expenses	Years 1- 6: \$215 PP no swimming: \$115	Years 1- 6: \$215 PP no swimming: \$115	Years 1- 6: \$215 PP no swimming: \$115	Years 1- 6: \$215 PP no swimming: \$115
<b>Total Fees &amp; Amenities Year 1-6</b>	<b>\$688</b>	<b>\$455</b>	<b>\$395</b>	<b>\$215</b>
<b>Total Fees &amp; Amenities Pre-Primary</b>	<b>\$588</b>	<b>\$355</b>	<b>\$295</b>	<b>\$115</b>

	Kindy 1 <sup>st</sup> Child	Kindy 2 <sup>nd</sup> Child 20% Discount	Kindy 3 <sup>rd</sup> Child 40% Discount	Kindy 4 <sup>th</sup> Child 100% Discount
Tuition Fee	\$300	\$240	\$180	\$0
Building Levy	\$90			
FOSJ Levy	\$66			
Year Book	\$17			
Extended Learning Experiences	\$40	\$40	\$40	\$40
<b>Total Fees &amp; Amenities Kindy</b>	<b>\$525</b>	<b>\$280</b>	<b>\$220</b>	<b>\$40</b>

#### 3 Year Old Education Program

Payable per student	Per School Term
1 Child	\$300

## **St Jude's School Vision**

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

## **St Jude's School Prayer**

*Saint Jude, Apostle of Jesus,  
You carried the Good News to the world.  
Guide us in our learning  
and in working to achieve our goals.  
Guide us in understanding our troubles and in learning to grow from them.  
Speak to Jesus for us in our needs  
and help us to help others.  
We remember the help you give us through Jesus  
and ask you to pray for us.  
Amen*

## **Our Mercy Values**

*Respect  
Compassion  
Hospitality  
Excellence  
Justice*

## **St Jude's Motto**

*Always Room for One More!*

## St Jude's School Creed

I believe that I am special.

I am different from every other  
person and have my own gifts.

I believe that God knows and  
loves me just as I am.

He helps me to grow to be like  
Him and always do my best.

I believe I can become the person  
God want me to be because  
people in my school and family  
care for me.



### St Jude's Catholic Primary School

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